



Business Manager II

This full-time position directs and oversees multiple college accounting functions (Accounts Receivable/Payable, General Ledger, Purchasing, Auxiliary Services). Plans, organizes, monitors, and prepares administrative service and fiscal transactions to ensure the most economical operations consistent with sound business practices and the financial resources of the college. Work involves the interpretation and application of controlling laws, regulations, policies and procedures in connection with various phases of the management process. Manages college worker compensation and insurance compliance programs.

Minimum Qualifications: Bachelor's degree in Accounting, Public/Business Administration in a related field with 4 years' experience in administrative management including budget, finance, personnel and procurement functions is required. Directly related professional work experience may be substituted for education on a year-for-year basis. Knowledge of database systems and Microsoft Office products preferred.

Salary Range: Full-time, MSEA Supervisory Services Unit/salary commensurate with credentials and experience, Range 24, \$49,982 to \$57,678. Benefits: 100% employer paid health for employees, dental & life insurance for employees, Maine State Retirement, vacation/sick time allowances, professional development, and free tuition within the MCCC.

Application Process: Interested candidates should submit a cover letter, resume, unofficial transcripts, list three professional references (letters accepted) to resume@wccc.me.edu or mail to Robyn Leighton, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619. Attn: Business Manager II Search Committee, by close of business Friday, November 16, 2018. WCCC is an EO/AA Employer