

Accounting Support Specialist

Maine College of Art educates artists and designers for life.

Position Overview

The Accounting Support Specialist will provide support by maintaining financial records and assisting with the general operations for the business office. The position will work closely with all Business Office roles and handles specific portions of the Accounts Payable position, in addition to providing some administrative support to the department. Maine College of Art and Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

The Successful Candidate

To achieve success in this role, it will require:

- Accounts Payable Student Accounts support: Entering student refund invoices, coding and with appropriate approvals;
- Accounts Payable Check Processing;
- Purchase Orders, order supplies, paper and keys for studios;
- Managing the college merchandise store and pop up shops;
- Fulfilling Online Merchandise orders, maintaining inventory, including Moth Press;
- Receipting and processing of deposits for Square Sales and Sales Taxes;
- Creating and making bank deposits;
- Assist in mailings;
- Check clearing and fringe benefits allocation to support the Accounting department;
- Collections for Accounts Receivable;
- Federal Perkins Loan program Wind-Down Process and work with collection agencies;
- Manage Federal Work Study students for department filing;
- Interacting with Students, Staff and Faculty for various general questions;
- Ad-hoc requests from the Business Services Office.

Qualifications, Experience, Abilities

QUALIFICATIONS:

- Minimum of an Associate's Degree or equivalent experience required;
- Bachelor's degree preferred.

EXPERIENCE:

- 3 to 5 years Accounts Payable, Accounts Receivable and/or Accounting related experience preferred;
- Proficiency with MS Office Products (Word, Excel, etc.) required;
- Proficiency with Google Products (Sheets, Docs, Gmail, etc) preferred;
- Prior experience in higher education is preferred.

SKILLS AND ABILITIES:

- Customer service as well as detail oriented;
- Strong organizational abilities;
- High level of both written and verbal communication skills;
- Ability to work as part of a team in addition to working independently;
- Problem solving abilities with analytical and critical thinking skills;
- A working knowledge of general accounting rules, accounts receivable and accounts payable procedures and best practices;

- Ability to work with diverse groups.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 550 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region. The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Our goal at MECA&D is to teach each student how to transform aspirations and values into a creative practice that serves as the foundation for a lifelong pursuit of personal and professional goals.

Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year strategic (2020-2027) plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

STRATEGIC PLAN PRIORITIES

1. BROADEN OUR REACH: ONLINE AND DISTANCE LEARNING

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. DEVELOP A CULTURE OF SOCIAL CHANGE, RACIAL JUSTICE, AND EQUITY

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. ACADEMIC EXCELLENCE

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational leader in the programs it offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College's mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D's historic role as

the creative anchor of Portland, the new Center will expand MECA&D's footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D's long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D's overall fiscal plan.

Compensation & Benefits

This is a year round, full time, non exempt position.

COMPENSATION: \$17.00 to \$19.00 per hour

BENEFITS: A comprehensive benefits package is offered, including health, dental, vacation, sick and retirement benefits.

To Apply

Applications will continue to receive review until the position is filled.

Digital applications are required. In one PDF file not to exceed 25MB, please include:

1. Application letter that describes how the candidate's experience, accomplishments and qualifications intersect with the position;
2. Resumé;
3. Diversity Statement;
4. Names and contact information of three references, one of which must be a prior supervisor or professor; and

ATTACH THE PDF TO AN EMAIL AND SEND TO EMPLOYMENT@MECA.EDU. PLACE "ACCOUNTING SUPPORT SPECIALIST: [YOUR NAME]" IN THE SUBJECT LINE.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. The successful candidate will have demonstrated experience working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art & Design does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.