

Financial Accountant

Location: Portland, Maine

About Maine College of Art & Design

At Maine College of Art & Design, we believe in fostering a creative and inclusive community where art transforms lives and enriches the world. We are committed to inclusion and equity, ensuring every community member feels respected and valued.

We are seeking a full-time, detail-oriented, and experienced Financial Accountant to join our Business Office and contribute to the college's financial well-being. This is an excellent opportunity for a professional with strong analytical skills and a passion for higher education or nonprofit accounting.

Position Overview

The Financial Accountant performs essential accounting tasks to support the College's financial operations. This position is critical in the Business Office and is responsible for managing banking transactions, preparing journal entries, performing account reconciliations, and assisting with audits. The accountant also contributes to the College's accurate financial reporting and cash management processes.

Key Responsibilities

- **Journal Entries:** Prepare and post journal entries related to banking transactions, recurring monthly entries, and general accounting as needed. Review and post receiving entries from Student Billing. Prepare journal entries for endowment and restricted fund gifts based on Raiser's Edge system data.
- **Month-End and Quarter-End Closing:** Oversee and manage the closing process for month-end and quarter-end accounting periods, ensuring timely and accurate financial reporting.
- **Cash Management and Banking:** Monitor and report on cash activities using online banking platforms (TD ETreasury, Authorize.net, Squareup.com, Transact, and others). Capture all income transactions from various sources. Serve as the primary contact for maintaining credit card processing security and fraud prevention.

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- **Bank Reconciliation:** Reconcile multiple bank accounts (including operating and other cash accounts) to ensure the accuracy and completeness of all cash transactions.
- **Vendor Payments and Cash Flow Reporting:** Prepare and submit vendor ACH payments on a weekly basis and provide regular cash flow reports.
- **Audit Support:** Prepare schedules, respond to documentation requests, and assist with audit-related reporting and reconciliations.
- **Fund Accounting and Reconciliation:** Perform gift reconciliation for temporarily restricted, endowment, and capital campaign funds. Conduct account reconciliation and analysis for general ledger accounts, including financial aid, student accounts, and accounts receivable.
- **Customer Service:** In keeping with the college's service-oriented culture, provide timely and responsive support to students, faculty, and staff.

What We're Looking For

- A Bachelor's degree in Accounting, Finance, or a related field (or equivalent experience).
- 3-7 years of relevant accounting experience, preferably in higher education or nonprofit settings.
- Proficiency in Microsoft Office, Google Suite, and accounting software (Jenzabar and Raiser's Edge experience is a plus).
- Strong communication and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- A commitment to working in and supporting an inclusive environment.

What We Offer

Join a collaborative team where your financial expertise supports the education of aspiring artists and designers. We offer competitive benefits, a creative environment, and the opportunity to work in Portland, a vibrant city known for its rich arts and cultural scene.

Benefits include healthcare, dental, vision, life insurance, short-term and long-term disability, flexible spending accounts, a 403(b) plan with a 5% match after one year, generous paid time off, and more.

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Recognizing that no candidate will possess all the relevant skills and experience, we encourage you to apply if you align with many of the qualifications and interests in this role. While there is no deadline for submitting your application, the application period will close when the position is filled.

Ready to Apply?

If you're excited about contributing to Maine College of Art & Design's financial success, we'd love to hear from you! Please submit your application as a single PDF detailing your experience and passion for finance and the arts, and email it to employment@meca.edu.

The PDF must include:

1. A cover letter that describes how the candidate's experience, accomplishments, and qualifications intersect with the listed position description;
2. A résumé/curriculum vitae;
3. A list of three to five references with contact information, one of which should be a prior supervisor or professor.

Maine College of Art & Design is committed to fully including all qualified individuals. In keeping with our commitment to fostering a culture of equity and belonging, the College will provide reasonable accommodation to individuals with disabilities throughout the hiring process. To request accommodation, please contact Human Resources at hr@meca.edu.

Maine College of Art & Design complies with all applicable federal and state laws regarding non-discrimination and does not discriminate on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, age, physical or mental disability, ancestry, religion, genetic predisposition, familial status, receipt of a final protection order, veteran or military status, or any other characteristic protected by law. This commitment applies to all aspects of the College's educational programs, admissions, employment, financial aid, and other institutionally administered programs. All qualified individuals are encouraged to apply, and selection decisions are made based on individual merit and institutional needs.

For more information about Maine College of Art & Design, please visit www.meca.edu.