



OFFICE OF THE PRESIDENT  
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## Accounts Payable & Vendor Management Associate

The Maine Community College System (MCCS) is looking for a full-time Accounts Payable and Vendor Management Associate. Under the direction of the Comptroller the Accounts Payable and Vendor Management Associate assists with the management of accounts payable functions for the MCCS System Office and The Foundation for Maine's Community Colleges. Duties include verifying and processing invoices, entering data into accounting software, handling vendor inquiries, managing check runs, and maintaining digital and paper records. The role also supports vendor setup and stale-dated payment resolution. Additional responsibilities include mail distribution, building liaison duties, and purchasing functions such as bid administration and vendor selection. This position consistently exercises sound judgement on and an in-depth understanding of generally accepted accounting principles and a working understanding of accounting processes and internal controls.

The Accounts Payable and Vendor Management Associate is within the MSEA Support Services Unit with an anticipated pay range of 16. MCCS offers a full suite of employee benefits including health, dental, vision and life insurance, retirement savings, flexible savings accounts, employee assistance program, tuition waivers, 529 education plan MCCS matching grant and paid holidays, vacation, and sick time.

The required minimum qualifications include an associate's degree in accounting or business and up to four years of relative work experience.

The required knowledge, skills, and abilities include, but are not limited to, the following:

- Knowledge of accounting systems and accounting principles and procedures.
- Knowledge of accounts payable processing.
- Ability to analyze and draw conclusions from financial data.
- Ability to perform detailed work involving written and/or numerical data and make mathematical calculations rapidly and accurately.
- Strong computer skills in the area of word processing, spreadsheets, and various database systems.
- Ability to handle multiple tasks and work both independently and in collaboration with others.

For more information about this opportunity and others, please scan the QR code. To apply, please upload your cover letter, current resume/CV, including names and contact information for three professional references, and official transcripts when you complete the [online application](#). Search will remain open until the position is filled.



### Thinking about applying?

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.

MCCS is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodation to qualified individuals with disabilities upon request. For more information, please contact the MCCS Affirmative Action Office (207)629-4000. TTY Dial Maine Relay 711.

Date Posted: March 24, 2026

Central Maine  
Community College  
Auburn  
cmcc.edu

Eastern Maine  
Community College  
Bangor  
emcc.edu

Kennebec Valley  
Community College  
Fairfield/Hinckley  
kvcc.me.edu

Northern Maine  
Community College  
Presque Isle  
nmcc.edu

Southern Maine  
Community College  
South Portland/  
Brunswick  
smccme.edu

Washington County  
Community College  
Calais  
wccc.me.edu

York County  
Community College  
Wells  
yccc.edu