

**BUSINESS AND FINANCE ASSISTANT
MAINE EDUCATION ASSOCIATION**

The Maine Education Association (MEA), a professional labor organization that advocates for great public schools for all Maine students, seeks qualified applicants to apply for a full-time Business and Finance Assistant position in its Augusta Headquarters.

The role of an Assistant in the Business and Finance Department is to perform recordkeeping, accounting and administrative duties in the areas of Accounts Payable and Receivable, Payroll, Employee Benefits, and Capital Asset Accounting.

Applicants must have a high degree of proficiency in MS Word, Excel, and Outlook. Experience with PeopleSoft AP and GL, Evolution Payroll, and HR generalist experience a plus.

Applicants should have a Bachelor's degree, with a concentration in Accounting, Mathematics and/or Business subjects. Preference will be given to applicants with non-profit accounting experience.

Application deadline is October 25, 2021. Applicants should send a letter of application and resume, including three references and salary requirements to:

Rachelle Johnson, Executive Director
Maine Education Association
35 Community Drive
Augusta, ME 04330
or
rjohnson@maineea.org

MEA is an equal opportunity employer
Women and Minorities are urged to apply