



AGRICULTURE, FORESTRY
& THE ENVIRONMENT

BUSINESS MANAGER

The Maine Academy of Natural Sciences is seeking an outstanding, experienced candidate to lead the school's financial and human resource operations. This position works closely with the Head of School to provide efficient and effective financial operations and oversight including the development of budgets and long-range planning. This position will be open as of July 1, 2022.

The position manages a district budget of approximately \$2,600,000 for one school with two programs.

Responsibilities

- Establish and Maintain all Internal Accounting Procedures and Operational Controls
- Monitoring and assuring compliance with accounting policies and procedures in accordance with all federal, state, and local laws
- Financial Planning
- Financial Reporting
- Budgeting
- Debt Management
- Management Information Systems
- Financial Audits
- Risk Management
- Payroll
- Human Resource functions

Requirements

- Bachelor's Degree or higher with concentration in accounting, finance, and/or business.
- Five or more years of financial management experience.
- Proven expertise with purchasing, budgeting, and accounting systems.
- Proven experience with budget analysis and management.
- Strong communication, interpersonal and organizational skills.
- Excellent analytical and problem-solving skills, with the ability to find creative solutions to administrative problems.
- Outstanding verbal and written communication skills.

Salary/Benefits:

Benefits include a competitive wage, health, dental, long-term disability, Maine State Retirement, and life insurance.

Located on several hundred picturesque acres of wilderness, organic farmland, and river frontage on US Route 201 in central Maine, the Maine Academy of Natural Sciences (MeANS) focuses on agriculture, forestry, the environment, career skills training, and college prep. Students come to MeANS from local schools across the state, with room and board options available. To learn more about the Maine Academy of Natural Sciences, please view our website at meansacademy.org. We are located approximately 30 minutes north of Augusta between Fairfield and Skowhegan on Route 201.

Interested applicants please submit a cover letter and updated resume via e-mail to HR@gwh.org or fax to 238-4007 or mail to Stacy Saucier, Human Resources Director, PO Box 159, Hinckley, ME 04944. Please reference “Business Manager” on your correspondence.

We are an equal opportunity employer