

# Vacancy Notice

# OCMBOCES



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## Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Systems Training Assistant - 2 positions*

**Division:** Regional Information Center (Financial Services)

**Location:** Irvin E. Henry Campus, Rodax Complex, Syracuse, NY

**Duties:** Provide support to user districts utilizing integrated school financial management systems such as BudgetSense, Finance Manager, MUNIS, and WinCap. Support includes providing classroom and one-on-one training for users of the various financial software modules (modules include general ledger, budget, purchasing, accounts payable, payroll, personnel, etc.). The software application support includes installation, implementation and continued maintenance through site visits and phone support. Additional duties include researching, testing and documenting the software.

**Qualifications:** *Promotional:* Two (2) years of permanent competitive class status as a Control Clerk.

*Open Competitive:* Graduation from a regionally accredited or New York State registered college or university with an Associate degree in computer science or a closely related field and one (1) year of work experience, or its part-time equivalent, in data processing product support and training; OR; three (3) years of work experience, or its part-time equivalent, in data processing product support and training.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Systems Training Assistant list.

**Salary:** Grade 9; \$28,959 – \$30,732

**Starting Date:** On or about October 26, 2009

**Closing Date:** October 2, 2009

### Please submit a letter of interest and résumé to:

Personnel/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754 • Syracuse, NY 13221  
Telephone: (315) 433-2634 • FAX: (315) 437-4816  
[www.ocmboces.org](http://www.ocmboces.org)

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