

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk II – Part-time (60%)* **(INTERNAL POSTING)**

Division: Central Business Office

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY

Duties: Responsible for payroll and/or accounts payable for school districts participating in the Central Business Office service; backup support in other business office functions; strong attention to detail, excellent communications skills. Willingness to work in a team environment and a focus on customer service are essential for success in this position.

Qualifications: Promotion: One (1) year of permanent competitive class status in the title of Account Clerk I or Account Clerk-Typist I.

Open Competitive: Two (2) years of account keeping work experience or its part time equivalent, the major job function of which is the maintenance of financial accounts, which must have included reconciling and posting ledgers, journals and other accounting records; OR successful completion of 12 semester credit hours in Accounting and an Associate’s degree in Accounting.

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 **Account Clerk II** eligibility list.

Salary: Grade 9; \$19,450 - \$20,381

Starting Date: On or about February 15, 2019

Closing Date: One (1) week from date Notice posted

To apply, forward cover letter and resume to:

Personnel / Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Telephone: (315) 433-2638 / Fax: (315) 433-2650
recruitment@ocmboces.org
www.ocmboces.org

****INTERNAL POSTING – OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY****
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