

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *School District Treasurer*

Division: Central Business Office (CBO)

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

Description: This position involves responsibility for maintaining the accounting records of a governmental agency according to established accounting procedures and practices that follow rules and regulations of the NYS Comptroller’s Office and the Uniform System of Accounting. Work under the direction of the Central Business Office Manager. Attention to detail is a *must*, experience and knowledge with EXCEL is a must and with financial reporting software (NVison) preferred.

Typical Work Activities: Perform general accounting duties, maintain a general ledger, journal entries, cash receipts and cash disbursements related to all funds; Utilize trial balances to reconcile bank statements and accounts monthly; Ensure accuracy and completeness of payroll; Complete monthly required financial reports for the Board of Education; Perform year-end closing and opening of books; Assist auditors with annual review; Complete annual ST-3; Financially manage capital construction projects; Manage all debt service activity; Manage all financial aspects of Federal Grants & Cafeteria Funds

Qualifications: A) Bachelor’s or higher degree in Accounting or related field
B) Associate’s Degree in Accounting/Bookkeeping accompanied by experience in the field
C) A combination of above with minimum two years working in accounting related positions
D) School District accounting and knowledge is preferred and a plus

Salary: \$50,000 - \$60,000

Starting Date: On or about March 1, 2021

Closing Date: Two (2) weeks 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) 433-2634
Fax: (315) 433-2650
www.ocmboces.org

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