

# Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III (100%)*

Division: Administrative Services (Energy Services)

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

Responsibilities: Successful candidate will be responsible for the review and audit function of invoicing to contractual pricing schedules from various Energy Services suppliers for accounts located throughout New York State. Accuracy, strong attention to detail and excellent communication skills are required. Must be comfortable working independently, as well as within a team environment.

Other duties as assigned by Manager of Central Services.

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

Open Competitive: Three (3) years of account keeping work experience or its part time equivalent, the major job function of which is the maintenance of financial accounts, at least one (1) year of which must have included the personal operational maintenance of accounts and general and subsidiary journals and ledgers: OR successful completion of 18 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 III** eligibility list.

Salary: Grade 11; \$39,030 - \$40,734

Starting Date: On or about January 24, 2022

Closing Date: Two (2) weeks from date Notice posted

**To apply, forward cover letter and resume to:**  
Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754  
Syracuse, NY 13221  
recruitment@ocmboces.org  
[www.ocmboces.org](http://www.ocmboces.org)  
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