

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk II*

Division: Central Business Office (CBO)

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

Duties: Responsible for the maintenance of vendor and employee accounts for Administrative Services; post entries and cash disbursements to appropriate ledgers in a financial system by use of a personal computer; review transactions for accuracy, check purchase orders and claims for payment, and reconcile balances. Willingness to work in a team environment 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 or 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; \$35,221 - \$37,510

Starting Date: As soon as possible

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

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