

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk II*

Division: Regional Information Center – *Digital Printing*

Location: CNYRIC, 6075 East Molloy Road, Syracuse, NY

Duties: Responsible for accounting support in the CNYRIC Operations department; Input and manage paperwork for district printing lease projects. Work with vendors to prepare proposals. Create Board resolutions and purchase orders. Reconcile purchase orders and invoices. Maintain project spreadsheets and assist with budget preparation. Backup support in similar areas. Strong attention to detail, excellent communication and accounting skills.

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; \$35,221 - \$37,510

Starting Date: As soon as possible

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

Applications will only be accepted on-line. Register and apply at:
www.olasjobs.org/central

Recruitment Office
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