

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Assistant Systems Consultant – Financial Services*

Division: Regional Information Center

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

Duties: Provide support to school districts utilizing integrated school financial management systems, such as School ERP Pro, nVision, and WinCap. A strong accounting background and payroll knowledge is required. Knowledge of NYS school accounting is preferred. Experience in Microsoft Word and Excel is also preferred. Support includes providing classroom and one-on-one training for users and team members of the various financial software modules (general ledger, budget, purchasing, accounts payable, payroll, personnel, etc.) Areas of support include troubleshooting, providing solutions for software issues and testing software upgrades and enhancements. Retrieve district data through reports and develop import/export procedures to spreadsheets and other software databases. Present user group meetings which will require the preparation of documentation. Additional duties will include documenting software releases, processes and departmental procedures, as well as transmitting files to various agencies. This is not a virtual position.

Qualifications: *Promotion:* One (1) year of permanent competitive class status in the title of Information Systems Coordinator. OR Two (2) years of permanent competitive class status in the title of Systems Training Assistant. *Open Competitive:* Graduation from an accredited college/ university with a Baccalaureate degree in Accounting, Business or Computer Science or a closely related field and one (1) year of full-time experience in accounting, business or fiscal environment, which must have included responsibility for the use and function of computerized financial record keeping systems. OR Graduation from an accredited college/university with an Associate degree in Accounting, Business or Computer Science or a closely related field and three (3) years of full-time experience in accounting, business or fiscal environment, which must have included responsibility for the use and function of computerized financial record keeping systems or Five (5) years of full-time experience in an accounting, business or fiscal environment, which must have included responsibility for the use and function of computerized record keeping systems. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Assistant Systems Consultant – Financial Services** eligibility list.

Salary: Grade 13; \$47,816 - \$50,450

Starting Date: As soon as possible

Closing Date: OPEN

To apply, forward cover letter and resume to:

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754, Syracuse, NY 13221
recruitment@ocmboces.org
www.ocmboces.org
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