

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Systems Consultant - Financial Services

Division: Regional Information Center

Location: Central New York Regional Information Center, 6075 East Molloy Road, Syracuse, NY

Duties: Organize and supervise implementation of integrated school financial management software systems, such as Finance Manager, School ERP Pro (Infinite Visions) and WinCap. This may also include other Human Resource Management software. A strong accounting background, preferably in NYS school accounting, and training experience are required. Knowledge of school district business office functionality, such as General Ledger, Budget, Purchasing, Accounts Payable, Personnel and Payroll is preferred. Evaluate and review the financial management needs for school districts and identify methods of meeting those needs. Study user application operations and identify areas of potential improvement through the use of school financial management software. Work with support staff and third-party software vendors to resolve potential problems. Develop, review and assist in implementation of user documentation, training materials and related forms. Organize, supervise and provide formal and informal training sessions for school district personnel and department support staff involved with the school financial management services. Organize, supervise and conduct user group meetings. Provide demonstrations to interested school districts. Other duties as assigned by supervisor. This is not a virtual position.

Qualifications: *Promotional:* Two (2) years of permanent status as an Information Systems Coordinator, or Assistant Systems Consultant (Financial Services), or Four (4) years of permanent status as a Systems Training Assistant. *Open-Competitive:* (A) Graduation from a regionally accredited or college or university with a Bachelor’s degree in Accounting, Business, or Computer Science, or a closely related field and two (2) years of full time work experience or its part time equivalent as described here: Two (2) years of work experience in accounting, office management, business administration, fiscal management, or a closely related field, which must have included responsibility for the use and function of computerized financial record keeping data; or Two (2) years of work experience in application utilization including responsibility for analyzing, evaluating, organizing or planning the use, or potential use of computerized financial data in the resolution of problems, improving work flow or in meeting work objectives; OR Graduation from a regionally accredited college or university with an Associate’s degree in Accounting, Business, or Computer Science or a closely related field and four (4) years of full time work experience or its part time equivalent, as described above; OR Six (6) years of full time work experience, or its part time equivalent, as described in above. 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 **Systems Consultant- Financial Services** eligibility list. NOTE: Graduation from a regionally accredited college or university with a Master’s degree in Accounting, Business or Computer Science or a closely related field, may be substituted for up to one (1) year of work experience. Valid New York State driver’s license required.

Salary: Grade 15; \$57,965 - \$60,875

Starting Date: As soon as possible

Closing Date: OPEN

For questions regarding this Vacancy Notice, please contact:

Personnel / Recruitment Office, Onondaga-Cortland-Madison BOCES, PO Box 4754, Syracuse, NY 13221

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www.ocmboces.org

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