

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III* (INTERNAL POSTING)

Division: Central Business Office (CBO)/STAC

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

Responsibilities: Interacts with CBO and/or school district staff reviewing accounts payable claims to ensure appropriate issuance and recording of checks and other fiscal transactions. Prepares related reports for the Board of Education concerning district finances for participating districts. Completes all other tasks as needed or assigned. Works under the immediate supervision of the CBO Manager. Assist school districts with the identification of students who are eligible for High Cost Aid. Calculate program costs and applicable related service amounts for the students in 10-month and summer programs. Communicate with districts on a regular basis with regards to other students that are eligible to be STACed. Perform other duties as assigned by Manager of Payroll & Specialized 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; \$40,395 - \$42,825

Starting Date: On or about December 1, 2022

Closing Date: One (1) week 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)

**\*\*INTERNAL POSTING – OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY\*\***

**Equal Opportunity Employer**