

# Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Account Clerk II*

**Division:** Energy Services

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

**Duties:** Responsible for the maintenance of account information in a database system; including but not limited to compiling figures, posting entries, identifying missing information, and verifying account balances; assists with reconciliation process throughout the year; compiles figures and prepares cost comparisons; along with account record file maintenance. Accuracy, strong attention to detail and excellent communications skills required. Willingness to work in a team environment is 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:** On or about December 15, 2022

**Closing Date:** OPEN

**Applications will only be accepted online. Register and apply at:**

[www.olasjobs.org/central](http://www.olasjobs.org/central)

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