

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III*

Division: Central Business Office (CBO)/STAC

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

Responsibilities: This position involves direct interaction and correspondence with school district administration and OCM BOCES staff and administration on financial matters. Daily activities include clerical and financial processing and analysis for payroll and related transactions, review of accounts payable vouchers prior to payment, updates to various District, BOCES and State systems for tracking student and financial data, and other projects and duties as assigned. This position is actively involved in department projects and generating creative solutions as part of a cohesive team. On-the-job learning provided by Managers and lead co-workers as well as opportunities for skills training on various software tools.

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: As soon as possible

Closing Date: OPEN

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

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**www.ocmboces.org
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