

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III*

Division: *Regional Information Center – Digital Records/Projects*

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

Duties: *Responsible for accounting support in the CNYRIC Operations department; Reconcile purchase orders and invoices for district projects in computerized financial systems. Reviews accounts for discrepancies in appropriations, encumbrances or expenditures. Communicates with vendors to prepare proposals. Other duties as assigned.*

Qualifications: *Promotional: One (1) year of permanent competitive status as an 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 subsidiary journal and ledgers; OR, successful completion of eighteen (18) credit hours in accounting or an Associates Degree in accounting from a regionally accredited or NYS registered college, university, or business school.

*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*

For questions regarding this Vacancy Notice, please contact:

Personnel Department/Recruitment Office
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