

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Accountant I*

Division: Central Business Office (CBO)

Location: OCM BOCES Main Campus, 110 Elwood Davis Road, Liverpool, NY

Responsibilities: This position involves responsibility for maintaining the accounting records of a governmental agency according to established accounting procedures and practices that follow rules and regulations of the NYS Comptroller’s Office and the Uniform System of Accounting. Work under the direction of the Central Business Office Manager. Attention to detail is a *must*, experience and knowledge with EXCEL is a must and with financial reporting software (NVision) preferred.

Qualifications: *Promotion:* Two (2) years of permanent competitive class status in the title of Account Clerk III. *Open-Competitive:* Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in accounting or a baccalaureate degree including or supplemented by 24 semester credit hours, or its equivalent, in accounting. OR Four (4) years of accounting, financial auditing, or full charge bookkeeping experience, or its part time equivalent, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies. OR An equivalent combination of education and experience.

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 Accountant I eligibility list.

Salary: Grade 14: \$54,406 - \$57,980

Starting Date: As soon as possible

Closing Date: Two (2) weeks 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

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