

Vacancy Notice

Date notice posted: 09/18/23



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III (100%)*

Division: Administrative Services (STAC Processing)

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

Responsibilities: 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 STAC'ed. Other duties as assigned by Director of Fiscal Services.

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 Associate's 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; \$41,784 - \$45,076

Starting Date: On or about October 2, 2023

Closing Date: OPEN

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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