

# Vacancy Notice

# OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Central Business Office Manager*

Division: Central Business Office (CBO)

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

Responsibilities: Oversee financial functions including payroll, accounts payable, accounting (treasury), and claims auditing for multiple school districts participating in the Central Business Office. Review board reports and prepare reports as requested by participating districts. Monitor federal projects including the preparation of expenditure filings. Collaborate with business officials to maximize state aid. Provide leadership, evaluation and support to Central Business Office staff. Serve as a resource to participating district business officials as needed.

Qualifications: *Director of Accounting-Central Business Office:*  
Applicants are encouraged to apply that possess Civil Service qualifications or eligible NYS certification (School Administrator, School Supervisor or School District Leader).

Civil Service requirements: (A) Graduation from a regionally accredited or NYS college/university with a Bachelors degree in accounting, or a Bachelors degree including or supplemented by 24 semester credit hours in accounting plus 4 years of experience in public school district accounting, OR (B) 8 years of experience in public school district accounting, of which 2 years must have included supervision of others. (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 **Director of Accounting-Central Business Office** eligibility list).

Salary: \$95,000 - \$105,000 depending on experience

Starting Date: 12/14/23

Closing Date: Two (2) weeks from date Notice posted

**To apply, forward cover letter and resume to:**

[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

OR

**Register and apply at:**

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

Personnel Department/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754, Syracuse, NY 13221

[www.ocmboces.org](http://www.ocmboces.org)

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