

Vacancy Notice

OCMBOCES



Committed to Your Success

Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III*

Division: Regional Information Center – *Projects*

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

Duties: Responsible for accounting support in the CNYRIC Operations department; create purchase orders and maintain spreadsheets for copier lease service; prepare budget adjustment forms and transfers; communicate with districts and vendors about projects and to resolve issues; proficient with Excel; strong attention to detail, organizational skills and ability to prioritize are necessary attributes.

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; \$41,784 - \$45,076

Starting Date: As soon as possible

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

Equal Opportunity Employer

#5759