

Vacancy Notice

OCMBOCES



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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

Duties: 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. Enter appropriate information related on behalf of districts into the STAC (System to Account for Children) system. Communicate with districts on a regular basis with regards to other students that are eligible to be processed in the STAC system. 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 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; \$43,506 - \$47,991

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
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www.ocmboces.org

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