

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk III*

Division: Instructional Support Services/School Library System

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

Duties: Responsible for the maintenance of vendor and employee accounts for Instructional Support Services; post entries and cash disbursements to appropriate ledgers in a financial system by use of a personal computer; review transactions for accuracy, check purchase orders and claims for payment, and reconcile balances. Willingness to work in a team environment is essential for success in this position.

Qualifications: Promotion: One (1) year of permanent competitive class status in the title of 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 and subsidiary journals and ledgers: OR successful completion of 18 semester credit hours in Accounting and an Associate’s degree in Accounting.

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: On or about February 21, 2025

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

To apply, forward cover letter and resume to:
recruitment@ocmboces.org

Personnel / Recruitment Office
 Onondaga-Cortland-Madison BOCES
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