

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Account Clerk II*

Division: Central Business Office (CBO)

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

Duties: Responsible for the maintenance of vendor and employee accounts for Administrative Services; post entries and cash disbursements to appropriate ledgers in a financial system by use of computer; review transactions for accuracy, check purchase orders and claims for payment, enter check warrants, and reconcile balances. Willingness to work collaboratively with team members and district staff are essential for success in this position.

Qualifications:

Promotion: One (1) year of permanent competitive class status in the title of Account Clerk I or Account Clerk-Typist I.

Open Competitive: Two (2) years of account keeping work experience or its part time equivalent, the major job function of which is the maintenance of financial accounts, which must have included reconciling and posting ledgers, journals and other accounting records; OR successful completion of 12 semester credit hours in Accounting or 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 II** eligibility list.

Salary: Grade 9: \$38,280 - \$42,726

Starting Date: May 1, 2025

Closing Date: March 28th, 2025

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

Recruitment Office
Onondaga-Cortland-Madison BOCES
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