

# Vacancy Notice

# OCMBOCES

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## Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** Systems Consultant - Financial Services

**Location:** Central New York Regional Information Center, 6075 East Molloy Road, Syracuse, NY

**Duties:** Lead the integration of cutting-edge financial management software in school districts. As part of our team, you will play a crucial role in streamlining financial processes and enhancing efficiency. Collaborate with districts to implement integrated financial management systems, including Finance Manager, School ERP Pro (Infinite Visions), and WinCap. Understanding of Generally Accepted Accounting Principles (GAAP) as applied to school district financial reporting (GASB standards). Identify opportunities for process improvement and resolving potential problems through software utilization. Provide training sessions for district personnel and support staff. Conduct user group meetings and deliver software demonstrations. Work closely with third-party vendors to troubleshoot and resolve issues. Develop user documentation and training materials. Familiarity with NYS School Business Practices including but not limited to General Ledger, Accounts Payable, Payroll functions, Purchasing, Budget, and Accounts Payable. Experience in software implementation and training preferred. Ability to organize and supervise tasks effectively. **Some travel required.**

**Qualifications:** *Promotional:* Two (2) years of permanent status as an Information Systems Coordinator, or Assistant Systems Consultant (Financial Services), or Four (4) years of permanent status as a Systems Training Assistant. *Open-Competitive:* (A) Graduation from a regionally accredited or college or university with a Bachelor's degree in Accounting, Business, or Computer Science, or a closely related field and two (2) years of full-time work experience or its part time equivalent as described here: Two (2) years of work experience in accounting, office management, business administration, fiscal management, or a closely related field, which must have included responsibility for the use and function of computerized financial record keeping data; or Two (2) years of work experience in application utilization including responsibility for analyzing, evaluating, organizing or planning the use, or potential use of computerized financial data in the resolution of problems, improving work flow or in meeting work objectives; OR Graduation from a regionally accredited college or university with an Associate's degree in Accounting, Business, or Computer Science or a closely related field and four (4) years of full-time work experience or its part time equivalent, as described above; OR Six (6) years of full-time work experience, or its part time equivalent, as described in above. 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 **Systems Consultant- Financial Services** eligibility list. NOTE: Graduation from a regionally accredited college or university with a Master's degree in Accounting, Business or Computer Science or a closely related field, may be substituted for up to one (1) year of work experience. Valid New York State driver's license required.

**Salary:** Grade 15; \$64,032-\$70,253

**Starting Date:** As soon as possible

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

Forward cover letter and resume to: [recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

Recruitment Office

Onondaga-Cortland-Madison BOCES,

PO Box 4754

Syracuse, NY 13221

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

Equal Opportunity Employer

\*Visa sponsorship is not provided

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