

# Vacancy Notice

## OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: ***Accountant I***

Division: Instructional Support Services

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY 13088

Duties: Maintain account records, prepare reports, and assist management in reviewing, updating, and establishing account and system procedures. Responsibilities include assisting in the development and monitoring of program budgets, including grants, as well as analyzing data, preparing accurate and complex reports, and performing other assigned duties. A strong understanding of accounting principles and procedures is required, with the ability to apply this knowledge to transactions. Proficiency in Microsoft Excel is essential, and experience with WinCap is preferred.

Qualifications: *Promotional:* Two (2) years of permanent competitive class status in the title of Account Clerk III.

*Open Competitive:* Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting OR four (4) years of accounting, financial auditing, or full charge bookkeeping experience which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies.

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 Accountant I eligibility list.

Salary: Grade 14; \$58,774-\$64,826

Starting Date: As soon as possible

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

**To apply, forward cover letter and resume to:**

[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

Onondaga-Cortland-Madison BOCES

PO Box 4754, Syracuse, NY 13221

Phone: (315) 433-2634/Fax: (315) 433-2650

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

*\*Visa sponsorship is not provided*

**Equal Opportunity Employer**

**#6098**