

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Accountant I*

Division: Purchasing & NYSMEC

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

Responsibilities: This position is shared between Purchasing & NYSMEC. This position involves review of purchase orders, bid tabulations and other purchasing transactions and for the NYS Municipal Energy & Gas department it involves budget preparation & tracking, monthly and annual account reconciliations, assistance with annual audit preparation, review of installment billing and various other projects as assigned. Attention to detail is a *must*, experience and knowledge with spreadsheets and financial reporting software preferred.

Qualifications: *Promotion:* Two (2) years of permanent competitive class status in the title of Account Clerk III. *Open-Competitive:* Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in accounting or a baccalaureate degree including or supplemented by 24 semester credit hours, or its equivalent, in accounting. OR Four (4) years of accounting, financial auditing, or full charge bookkeeping experience, or its part time equivalent, 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. OR An equivalent combination of education and experience.

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
Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221

www.ocmboces.org

Equal Opportunity Employer

**Visa sponsorship is not provided*

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