



ANTICIPATED VACANCY NOTICE

TITLE: Account Clerk/Typist

LOCATION: Educational Finance Office
Support Services Center, Chenango Campus

REPORTS: School Business Manager, EFO

TERMS: Full time, 12-month

QUALIFICATIONS: Candidates must be willing to sit for the Civil Service exam and score in the top three. The qualifications are: Graduation from high school or possession of a New York State equivalency diploma, and one year of full-time paid experience which includes the compilation of financial accounts and records; or two years of experience; or an equivalent combination of training and experience. Computer knowledge essential, with Excel spreadsheet experience preferred.

RESPONSIBILITIES/DUTIES: Perform contract invoicing for BOCES Services; Compilation of State Reports; Review and maintain financial records; Review and Audit Student Activity transactions; Assist with Federal Grants review and processing.

SALARY/BENEFITS: \$12.10 - \$13.37, depending on experience and qualifications; health insurance, paid vacation, other benefits per union contract

STARTING DATE: As soon as possible

TO APPLY: Send cover letter, resume and DCMO BOCES Application by January 18, 2019

DCMO BOCES Application found at:

<http://www.dcmoboces.com/application>

Apply online

www.OLASjobs.org

<https://dcmo.mightyrecruiter.com>

By mail:

Human Resources Department

Delaware-Chenango-Madison-Otsego BOCES

6678 County Road 32

Norwich, NY 13815-3554

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01/02/2019