



6678 County Road 32, Norwich, New York 13815-3554  
(607) 335-1200 • FAX (607) 334-9848

## VACANCY NOTICE

- TITLE:** Accounting Supervisor
- LOCATION:** Support Services Center, Norwich, NY
- REPORTS:** School Business Executive
- TERMS:** 12 months, full time
- QUALIFICATIONS:**
- Bachelor's degree in Accounting or Business Administration
  - 2-4 years (minimum) full-time, paid experience in accounting, auditing, budgeting and/or maintaining financial accounts and records.
  - At least 1 year of direct supervisory experience, preferred.
- Competitive Civil Service position; Must score in top three on Civil Service test. Driver's license and clean driving record required.
- RESPONSIBILITIES/DUTIES:** Supervises and trains subordinate staff; Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls; Responds to a variety of correspondence regarding fiscal matters of the department; Represents the School Business Executive in dealings with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility; Develops clerical procedures to comply with regulations of the relevant state department; Participates in the formulation of fiscal and accounting aspects of agency policy; May perform difficult or unusual accounting procedures.
- SALARY/BENEFITS:** Based on Non-Represented Administrator Working Conditions
- STARTING DATE:** As soon as possible
- TO APPLY:** Send cover letter, resume and DCMO BOCES Application.  
Applications will be reviewed as received.

DCMO BOCES Application found at:

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

*Apply online*  
[www.OLASjobs.org](http://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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07/29/2019