



## VACANCY NOTICE

**TITLE:** Principal Account Clerk

**LOCATION:** Support Service Center (Boces Business Office), Norwich, NY

**REPORTS:** Director of Finance

**TERMS:** Full-time, 12 months

**QUALIFICATIONS:** Candidates must meet minimum Civil Service requirements for Principal Account Clerk-Typist. High school diploma and four years of full-time paid experience which includes the compilation of financial accounts and records.

**RESPONSIBILITIES/  
DUTIES:** Maintains and checks a wide variety of financial records and reports and may instruct others in the specialized details of the work; Classifies a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes; Audits varied accounts, claims and records and the preparation of reports therefrom; Compiles, prepares and analyzes a variety of complex financial and statistical records and reports; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls; Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations; Revises, systematizes and installs account-keeping methods and procedures; Reconciles ledgers of revenue received with bank statements; Conducts correspondence in connection with financial matters; Operates a personal computer, typewriter and/or other word processing related equipment to produce correspondence, reports, spreadsheets, databases, charts and other work documents.

**SALARY/BENEFITS:** \$15 - \$20/hour

**STARTING DATE:** As soon as possible.

**TO APPLY:** Send resume, Delaware County application and DCMO BOCES Application. Applications reviewed as received.

DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

*Apply online:*  
[www.OLASjobs.org](http://www.OLASjobs.org)  
-or-  
<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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