



VACANCY NOTICE

- TITLE:** Principal Account Clerk Typist
- LOCATION:** Support Service Center (Central 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:** Starting salary \$40,400
- STARTING DATE:** As soon as possible.
- TO APPLY:** Send cover letter, 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
-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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