



## ANTICIPATED VACANCY NOTICE

**TITLE:** Section IV Financial Coordinator

**LOCATION:** Sidney, NY

**REPORTS:** Section IV Coordinator

**TERMS:** Part-time, 18 weeks per year

**QUALIFICATIONS:** Financial Management experience, and a bachelor's degree in finance, business administration or similar field. May be required to meet Civil Service testing requirements for the position.

**RESPONSIBILITIES/ DUTIES:** Selected candidate will be responsible for managing, implementing and monitoring financial procedures, including coordinating financial audit. Appropriately record and monitor all general ledger transactions. Providing reporting and guidance to Section IV management, board of directors and committees.

**STARTING DATE:** July, 2019

**TO APPLY:** Send cover letter, resume and DCMO BOCES Application, by May 31, 2019:  
DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

*Apply online*

[www.OLASjobs.org](http://www.OLASjobs.org)

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*By mail:*

Human Resources Department  
Delaware-Chenango-Madison-Otsego BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

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05/01/2019