



VACANCY NOTICE

- TITLE:** Senior Account Clerk -Typist
- LOCATION:** Support Services Center, Norwich, NY
- REPORTS:** School Business Executive
- TERMS:** Full time, 12 months
- QUALIFICATIONS:** To be considered, candidates must meet Civil Service minimum qualifications for Senior Account Clerk-Typist. These qualifications are: High school diploma and two years of full-time paid experience in Payroll and/or Accounts Payable. Ability to type required.
- RESPONSIBILITIES/ DUTIES:** Selected candidate will be responsible for processing payrolls and all payroll related reports, year-end procedures, overseeing accounts payable, claims auditing, communicating with districts, typing letters and memos, training staff, and other duties as assigned.
- SALARY/BENEFITS:** Based upon BOCES Educational Support Personnel Association (BESPA) contract
- STARTING DATE:** As soon as possible
- TO APPLY:** Send cover letter, resume and DCMO BOCES Application by May 17, 2019

DCMO BOCES Application found at:

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

Apply online

<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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05/01/2019