



VACANCY NOTICE

TITLE: Account Clerk Typist

LOCATION: Support Services Center - Norwich, NY

REPORTS: Director of Finance

TERMS: Full time, 12-month

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.

A. (1) Graduation from high school or possession of a New York State equivalency diploma, including, or supplemented by, the successful completion of a typing course, and (2) one year of full-time paid experience maintaining financial accounts and records; Or

B. Two years of experience as described in (A) above; Or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for-year basis provided such training includes an equivalent of three semester credit hours in Accounting per year of training. NOTE: The above educational training must include or be supplemented by a course in typing or the work experience must indicate the ability to type. NOTE: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement.

RESPONSIBILITIES/ DUTIES: Posts to journal or ledger accounts; Assists in maintaining operational cost records; Computes payroll deductions, prepares payroll abstracts; Types and maintains various types of records; Assists in the preparation of simple financial and statistical reports; Assists in verifying and reconciling account balances; Posts bills; Collects payment for and maintains records on employee health insurance; Assists in the preparation of a variety of State and Federal reimbursement claims

SALARY/BENEFITS: \$13 - \$15 per hour based on experience. Generous leave and benefit packages available.

STARTING DATE: As soon as possible

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

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

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyre recruiter.com>

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