



VACANCY NOTICE

- TITLE:** Accounting Supervisor Grade B
- LOCATION:** Support Services Center; Norwich, NY
- REPORTS:** Director of Finance
- TERMS:** 12 months, Full time
- QUALIFICATIONS:** Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.
- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree including or supplemented by the completion of 24 credit hours in accounting; AND One year of full-time paid, or its part-time equivalent accounting or auditing experience; OR Two years of full-time paid, or its part-time equivalent, responsible experience in maintaining financial accounts and records; OR
 - B. Graduation from a regionally accredited or New York State registered two year college with a degree which includes or is supplemented by the completion of 12 credit hours in accounting; AND Three years of full-time paid, or its part-time equivalent accounting or auditing experience; OR Six years of full-time paid or its part-time equivalent, responsible experience in maintaining financial accounts and records; OR
 - C. Completion of a minimum of 60 credit hours at a regionally accredited or New York State registered college or university which includes 12 credit hours in accounting and either experience specified in B above; OR
 - D. Graduation from high school or possession of a high school equivalency diploma AND Four years of full-time paid, or its part-time equivalent accounting or auditing experience; OR Eight years of full-time paid, or its part-time equivalent responsible experience in maintaining financial accounts and records; OR
 - E. An equivalent combination of training and experience as indicated in (A), (B), (C) or (D) above.
- RESPONSIBILITIES/DUTIES:** Supervises and trains subordinate staff; Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls; Responds to a variety of correspondence regarding fiscal matters of the department; Represents the School Business Executive in dealings with representatives of other local departments and State and Federal agencies on specific problems within the scope of responsibility; Develops clerical procedures to comply with regulations of the relevant state department; Participates in the formulation of fiscal and accounting aspects of agency policy; May perform difficult or unusual accounting procedures.
- SALARY/BENEFITS:** Based on Non-Represented 12-Month Administrative Staff Working Conditions with generous benefits and leave package
- STARTING DATE:** As soon as possible
- TO APPLY:** Send cover letter, resume 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
<https://dcmo.mightyrecruiter.com>

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

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.

11/10/2022