



## VACANCY NOTICE (In Anticipation of Need)

**TITLE:** Accountant

**LOCATION:** Support Services Center, Norwich, NY (Central Business Office)

**REPORTS:** Director of Management Services

**TERMS:** Full-time, 12 months

**QUALIFICATIONS:** With Bachelor's degree: two (2) years full time accounting or auditing OR four (4) years full time responsible maintaining accounts/records  
With Associates degree: four (4) years full time accounting or auditing or eight (8) years full time responsible maintaining accounts/records

**RESPONSIBILITIES/  
DUTIES:** This position will oversee the accounts payable office of the DCMO BOCES Central Business Office (CBO), providing A/P and accounting services, including month-end and year-end, to several public school districts in the region. Additionally, the position will support the Accounting Supervisor and when necessary, the payroll services provided by the CBO.

**SALARY/BENEFITS:** Starting salary \$50,000 plus experience.

**STARTING DATE:** May 2023

**TO APPLY:** Send cover letter, resume and DCMO BOCES application.  
Applications reviewed as received.

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

*Apply online:*  
[www.OLASjobs.org](http://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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