



VACANCY NOTICE

TITLE: Assistant Coordinator of Special Programs Finance

LOCATION: BOCES Wide

REPORTS: Coordinator of Special Programs Finance

TERMS: Full-time, 12 months

QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, preferably supplemented by courses in accounting or business administration; **AND** two years of responsible experience in business administration or accounting for a large institution, organization or school district; **AND** four years of business administration experience or experience in the compilation and maintenance of financial accounts and records including two years in a school or educational program
OR,
Graduation with a Bachelor's degree in Accounting, Business, Education, School or Public Administration and two years of business administration experience or experience in the compilation and maintenance of financial accounts in a school or educational program;
OR,
Graduation with a Bachelor's degree and four years of responsible experience in business administration or accounting for a large institution, organization, educational program, finance or school district.

RESPONSIBILITIES/DUTIES: To provide school districts with technical support and financial tracking on the provision of billable services for Special Education students; to assist in supervising clerical staff and provide department leadership; analyzes and prepares financial and statistical data of Special Education programs for school districts; advises school districts on Special Education programming and financial impacts including State Aid and grant funding; Supports school districts through internal and state audits; functions as liaison with State Education Department and other state and public agencies on behalf of school districts; assists Coordinator as needed.

SALARY/BENEFITS: Starting salary range \$55-550 -\$78,050

STARTING DATE: November 2022

TO APPLY: Send cover letter, 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

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.