



VACANCY NOTICE

TITLE: Principal Account Clerk

LOCATION: Support Service Center; Norwich, NY

REPORTS: Director of Finance

TERMS: Full-time, 12 months

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

Minimum Qualifications: (1) Graduation from high school or possession of a New York State equivalency diploma and (2) four years of full-time paid experience, which includes the compilation of financial accounts and records.

RESPONSIBILITIES/DUTIES: 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. Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes. Directs the audit of varied accounts, claims and records and the preparation of reports thereon. Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports. Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls.

SALARY/BENEFITS: \$15 - \$20 per hour. Competitive pay and benefits based on the BOCES Educational Support Personnel Association (BESPA).

STARTING DATE: As soon as possible.

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.