



## VACANCY NOTICE

- TITLE:** Senior Account Clerk –Typist (Central Business Office)
- LOCATION:** Support Services Center, Norwich, NY
- REPORTS:** Director of Finance
- TERMS:** Full time, 12 months
- QUALIFICATIONS:** Candidates must meet Civil Service minimum qualifications for Senior Account Clerk-Typist. Ability to type also required.
- A) Graduation from high school or NYS equivalency diploma and two (2) years of full-time paid experience in maintaining financial accounts or records; Or
  - B) Three years of experience described in (A) above; Or
  - C) An equivalent combination of training and experience as defined by the limits of (A) and (B).
- RESPONSIBILITIES/ DUTIES:** Selected candidate will be responsible for processing payrolls and all payroll related reports; year-end procedures; overseeing accounts payable; claims auditing; communicating with districts; typing letters and memos; training staff; and other duties as assigned.
- SALARY/BENEFITS:** \$13.55 - \$14.88 per hour. Competitive pay and benefits based on the BOCES Educational Support Personnel Association (BESPA) contract
- 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](http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf)

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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