



VACANCY NOTICE

- TITLE:** Senior Account Clerk – (Central Business Office & BOCES 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:** \$14 - \$15.50 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

Apply online:
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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