



## 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:** \$14.20 - \$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](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

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.