



<b>Position:</b>	Account Clerk – Full-time, 12-month, unit probationary position
<b>Location:</b>	Otsego Area Occupational Center in Milford, NY
<b>Qualifications:</b>	<p>Excellent computer skills; the ability to communicate effectively orally and in writing; the ability to prioritize and multi-task; and the ability to understand and follow oral and written instructions required.</p> <p>Civil Service Requirements:  Graduation from high school or possession of a high school equivalency diploma and supplemental courses in bookkeeping or one year of experience or its part-time equivalent maintaining financial accounts and records.  Note: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.</p>
<b>Responsibilities:</b>	<p>The successful candidate will be responsible for all aspects of Purchasing/Receiving for the CTE Department. He/she will have custody of all student activity funds and shall:</p> <ul style="list-style-type: none"> <li>• Disburse funds by check form when necessary paperwork is obtained.</li> <li>• Return the completed check to the student activity treasurer who will send it to the vendor after posting.</li> <li>• Retain receipts for all funds placed in his/her custody, and shall deposit these funds promptly in a bank designated by the Board of Education.</li> <li>• Keep an account listing of the receipts and disbursements of each individual activity account.</li> <li>• Once each month, receive and verify his/her bank statements and prepare a reconciliation of cash balances and club accounts and forward these to the faculty auditor.</li> </ul>
<b>Starting Date:</b>	Approximately February 2019
<b>Application Deadline:</b>	February 4 <sup>th</sup> 2019 – Applications will be reviewed as they are received.
<b>Salary:</b>	Starting at \$11.98; additional compensation for college credits/degrees.
<b>Apply To:</b>	A completed application must include an updated cover letter, updated resume, transcripts and at least three professional references and should be submitted at <a href="http://www.olasjobs.org/southern">www.olasjobs.org/southern</a> .
<b>Further Information Contact:</b>	<a href="mailto:humanresources@oncboces.org">humanresources@oncboces.org</a>
<b>Additional Information:</b>	<p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>