



Position:	Senior Account Clerk –Full-time, 12 month, 7.5 hr/day, Unit, Competitive Civil Service position.
Location:	Shared Business Office at the Northern Catskills Occupational Center in Grand Gorge.
Minimum Qualifications:	Three (3) years 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 the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.
Responsibilities:	<p>The successful candidate will be responsible for maintaining and checking complex financial accounts and records for participating districts. Computer proficiency, spreadsheet experience, the ability to prioritize, multi-task and work independently required; payroll and accounts payable experience preferred</p> <p><u>Civil Service Job Description:</u></p> <p>Distinguishing Features of the Class: The work involves responsibility for the independent performance of moderately difficult financial account and record keeping electronically, on hard copy, or both. The work may require decision making as to methods to be used and classification of records and accounts. Additionally, the incumbent will be responsible for entering and retrieving information from an alphanumeric computer database and using a computer or word processor to produce printed material such as forms, letters and memoranda. The incumbent works under general supervision and may train lower level clerical workers. Supervision is not a responsibility of this class. This position differs from Account Clerk in that duties are more complex and represent a higher level of responsibility. Does related work as required.</p> <p>Typical Work Activities: Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies; Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances; renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills; Tracks audits and monitors a variety of accounts; Verifies adjustments are made to correct allocations and issues reports as required; Prepares complex financial or statistical summary reports; Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for Federal or State reimbursement; Working from rough draft or from data which is personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material using a personal computer, typewriter or word processor; Prepares funds for deposit into book accounts; reconciles accounts and prepares reports from information; Contacts clients, vendors or other agencies to obtain additional information; Provides information orally or in writing in response to inquiries on status of accounts; Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process; May assist in preparation of figures and reports for use in budget preparation; Does more complex payroll transactions or may do payroll for entire department and prepare all related reports; Operates calculator, computer terminal and other related office equipment.</p>

	<p>Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Good knowledge of modern methods used in keeping and checking financial accounts and records; Good knowledge of office terminology, procedures, equipment and business English; Ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately; Ability to operate an alphanumeric keyboard such as a personal computer, typewriter or word processor at an acceptable rate of speed; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; Ability to understand and interpret complicated oral instructions and/or written directions; Ability to develop effective working relationships and deal diplomatically with the public; Ability to perform close, detail work involving considerable visual effort and strain; Physical condition commensurate with the demands of the position.</p>
Starting Date:	November 1, 2019
Application Deadline:	October 15, 2019
Starting Salary:	Salary per Education Support Professionals Contract.
Apply to:	www.olasjobs.org/southern A completed application should include an updated cover letter, updated resume and at least three professional references.
Further Information Contact:	humanresouces@oncboces.org
Additional Information:	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <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>