



People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



Providing leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

ONC BOCES is seeking an Accountant for the Central Business Office in Grand Gorge or Oneonta

Qualified candidates will have the below minimum Civil Service requirements:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business administration, accounting or a closely related field; OR

(b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in business administration, accounting or a closely related field and two years of satisfactory experience in maintaining financial accounts or records; OR

(c) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in business administration, accounting or a closely related field and four years of satisfactory experience in maintaining financial accounts or records; OR

An equivalent combination of (a), (b), or (c).

Salary: \$40,000—\$45,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:
humanresources@oncboces.org

www.oncboces.org/jobs

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, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law 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.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position which involves responsibility for the planning, directing and supervising of a comprehensive system of municipal accounts. Incumbents independently perform work assignments concerned with governmental accounting, budgeting and reporting. This position differs from that of a Principal Account Clerk Typist title by virtue of more complex analytical and supervisory responsibilities. Work performed under the general supervision of the Director of the Shared Business Office and/or school districts. Supervision may be exercised over lower level personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns, reviews and evaluates the work of staff supporting the accounting operation relative to but not limited to: Investment of funds, checking/savings account balances and reconciliation, general ledger maintenance and reconciliation, fund transfers, A/P, A/R, payroll and health insurance.

Designs and/or assists in the designs of special accounting schedules, forms or reports and recommends changes when appropriate.

Assists in the preparation of the school district's budget and cash flow projections/needs with capabilities to produce high quality/accurate reports for the legislation and managerial personnel.

Assists with interpreting policies and procedures, laws, rules and regulations relating to the accounting and budgetary functions of the school district.

Interfaces with internal, external and independent auditors and assists in implementing approved recommendations.

Manages specific projects including, but not limited to year end closings, cost allocation, regulatory reporting and any other applicable project.

Ensures that required reports and disbursements are both accurate and on time.

Identifies and works to rectify problems related to financial matters for the school district.

Must remain current with the laws, regulations and practices pertaining to the municipal accounting requirements of the school district.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of generally accepted accounting principles, particularly as they to governmental accounting; working knowledge of modern office procedures and equipment including, but not limited to Microsoft Office programs; ability to develop, maintain and audit comprehensive sets of accounting records; ability to self-motivate and work independently; ability to train and supervise lower-level staff; ability to understand and follow complex written and oral directions, regulations, laws, etc.; ability to provide financial analysis and projections based on historical data and the economic conditions at present; ability to prepare all financial statements as required by the GASB and the NYS Comptroller's Office; ability to complete all required reports as mandated; ability to manage projects with little or no direction; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software including word processing, spreadsheets and databases at an acceptable rate of accuracy and speed; ability to prepare and maintain complex records; physical condition commensurate with the demands of the position.