



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

**ONC BOCES is seeking a Junior Accountant for the Central Business Office in Grand Gorge or Oneonta**

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.



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 Bachelor's degree, or higher, in Accounting or Business or a closely related field; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting or Business or a closely related field AND two (2) years of full-time experience or its part-time equivalent in accounting or auditing; OR

(C) Four (4) years of full-time experience or its part-time equivalent in accounting or auditing; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Salary: \$36,000—\$38,000

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](mailto:humanresources@oncboces.org)

[www.oncboces.org /jobs](http://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:**

The work involves responsibilities for developing, maintaining, and auditing general accounting systems in an office which performs numerous, constantly recurring financial transactions involving the deposit, withdrawal, transferal, and monitoring of funds in multiple accounts. The incumbent assists in maintaining and keeping in balance the general ledger and checks to see that the original entries and subsidiary ledgers for accounts contained in the general ledger are accurate. The work is distinguished from positions in the account clerical series by reason of the need to employ technical accounting skills and good accounting judgment. This work is performed under the general supervision of the Treasurer and under the direct supervision of the Accountant. Technical oversight may be exercised over other account-clerical staff. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Organizes and posts entries to general and subsidiary ledgers;

Examines entries posted in ledgers and journals for accuracy and compliance with established accounting procedures and policies;

Assists in compiling and preparing budget estimates from anticipated operating costs, revenues, and department head's reports;

Assists in the preparation of current and comparative analysis reports and statements reflecting variations in costs and revenues and financial conditions;

Assists in preparing uniform financial and statistical reports and other regular or special reports required by government agencies;

Assists in preparing cost reimbursement reports to government and private third party agencies;

Reviews existing accounting and bookkeeping procedures to determine methods for increasing productivity through the use of new or modified bookkeeping and accounting procedures;

Assists in the preparation of financial and operating reports from statistical data for use in financial administrations;

Assists and maintains current banking information;

Responsible for accounts payable;

Assists the County Treasurer with the budget process by forecasting and planning for the upcoming budget ;

Prepares budget sheets, income statements relative to expenditures;

Monitors County fiscal personnel claims by auditing agency financial records and comparing them to those maintained by the County Treasurer;

Submits monthly reports to the County Treasurer regarding the status of the budget and provides updates with respect to discrepancies;

Does related work as required.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of modern accounting principles and practices; ability to acquire familiarity with the organization and functions of the agency, department, or school district where employed; ability to develop and install new accounting systems adapted to specific department and requirements; ability to prepare and maintain accounting records and reports; ability to analyze accounting records and financial statements and to draw logical conclusions; resourcefulness in applying accounting procedures and practices to problems encountered in work; good judgment.