



A BOCES providing world-class opportunities for the districts we represent.

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

**Start Date:** As soon as possible

**Location:** Central Business Office at NCOC/Center Street in Oneonta

**Application Deadline:** Open until filled

**Salary:** Based on education and experience

### NCOC

2020 Jump Brook Road  
P.O. Box 382  
Grand Gorge, NY 12434  
(607) 588-6291

### OAOC

1914 County Route 35  
Milford, NY 13807  
(607) 286-7715

### Center Street School

31 Center Street  
Oneonta, NY 13820  
(607) 431-2562

[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

[www.oncboces.org](http://www.oncboces.org)

*ONC BOCES is an Equal Opportunity Employer*

## *Account Clerk-Typist*

One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position available in the Central Business Office at NCOC in Grand Gorge/Center Street in Oneonta.

## *Qualifications and Responsibilities*

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma; AND

Supplemental courses in bookkeeping and typing; OR

(b) One (1) year of clerical experience or its part-time equivalent typing and 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 (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

Please see the full Civil Service Job Description on the second page.

## *Application*

We encourage qualified applicants to submit their resumé, application, transcripts and references to: [www.olasjobs.org/southern](http://www.olasjobs.org/southern)

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.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

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.

## ***Qualifications and Responsibilities, continued...***

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work is primarily of a routine nature and involves operating a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard, a substantial part of the time in the application of standard account-keeping practices in maintaining and reviewing of financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions of all new or difficult assignments. Except for the ability to operate a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard, this class is equivalent to that of Account Clerk.

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

Operates a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard in performing the duties described below:

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media

Received remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry

Assists in maintaining labor, material and operational costs records

Assists in verifying and reconciling account balances according to a prescribed procedure

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar materials

Classified constantly recurring receipts and expenditures and distributes costs according to a prescribed code

Types and maintains various types of records

Compiles data for and helps in the preparation of simple financial and statistical reports

Sorts, indexes and files requisitions, vouchers, ledger cards, and other material

Compiles payroll data, prepares and checks payrolls

Operates computing, calculating and other office machines

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to analyze and organize complex data and prepare records and reports; ability to perform close, detail work involving considerable visual effort and concentration; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; physical condition commensurate with ability to do the job.