



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/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

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

Accountant

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/Oneonta.

Qualifications and Responsibilities

Minimum Qualifications:

(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).

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

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, 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.

Qualifications and Responsibilities, continued...

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.