



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

**Starting Salary:** \$29,440

**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

***Account Clerk—Typist***

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

***Qualifications and Responsibilities***

Minimum Qualifications: Either

- (a) Graduation from high school or possession of a high school equivalency diploma; AND supplemental courses in bookkeeping: OR
- (b) One (1) year 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 (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, 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.

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

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

*ONC BOCES is an Equal Opportunity Employer*

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

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

The work involves responsibility for performance of standard account-keeping practices in maintaining and checking financial accounts and records, electronically, on hard copy, or both. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database and using a computer or word processor to produce printed material such as forms, letters and memoranda. The incumbent works under supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

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

- Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies all calculations and codes on documents;
- Posts figures to appropriate accounts either manually or through a computer, data entered; verifying all
- Types correspondence, documents, records and other written material in draft form using hand written rough draft, oral recordings or data from various equipment as source data;
- Reconciles all entries, both credits and debits;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Operates a computer terminal to produce data needed for State and Federal reimbursement claims;
- Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transacts other bank business;
- Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;
- Provides routine information orally or in writing in response to inquiries on financial records;
- Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
- Receives, balances and audits payroll time records;
- Operates calculator, computer terminal and other related office equipment.

### **FULL PERFORMANCE 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 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.