



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 in Grand Gorge or Oneonta

Application Deadline: Open until filled

Salary: \$36,000—\$38,000

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

Junior Accountant—Anticipated

One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position.

Qualifications and Responsibilities

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

(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.

Please see the complete Civil Service Job Description below.

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:

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.