

NOTICE OF VACANCY

POSITION: Principal Account Clerk

LOCATION: Currently located at North Franklin Educational Center

- DUTIES:
- Plans and reviews the maintaining and checking of a wide variety of financial records and reports;
 - Oversees and assists in the classification of a complex variety of receipts and expenditures; assigns proper account codes by fund;
 - Completes the audits of various accounting records and processes required reports; Responsible for the compilation and preparation of many complex financial records and reports; Assists with the Annual Budget process to include the preparation work and construction of the actual budget; Responsible for cash receipts, makes deposits, transferring funds and performs payments; Reconciles ledgers with bank statements; Supervision of purchase order creation and bid specs to include assistance with Request for Proposals; Assists with annual routines to include closing and opening of books.
 - Performs related work as assigned by the Business Manager or the Director of Management Services

GENERAL QUALIFICATIONS: Civil Service status as a Principal Account Clerk

STARTING DATE: ASAP

BENEFITS: Pursuant to the applicable collective bargaining agreement

SALARY: \$33,113 (Base for 2018-2019 Base Salary) consideration for additional salary may be granted based upon experience

APPLICATION PROCEDURE: Submit a letter of application or call:
Stephanie Bannon, Human Resources Coordinator
Franklin-Essex-Hamilton BOCES
23 Huskie Lane, P.O. Box 28
Malone, New York 12953
(518) 483-6420

2. Immediately have a copy of your credentials, including at least three (3) professional references with telephone numbers forwarded to the above.

DATE ISSUED: 10/10/2018

The Franklin-Essex-Hamilton BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to race, creed, color, national origin, age, marital status, disability or sex. Inquiries or complaints alleging discrimination based on race, creed, color, national origin, age, marital status, disability or sex should be directed to Cheryl A. Felt, Compliance Officer, P.O. Box 28, 23 Husky Lane, Malone, NY 12953, Phone: 518-483-6420

[CLICK FOR APPLICATION](#)