

The Baldwinsville Central School District is currently accepting applications for the position of:

Account Clerk II

Location: Baldwinsville Central School District
29 E. Oneida St., Baldwinsville

Salary: \$36,000 - \$42,000 (DOE)
Hours of work: 8 am – 4 pm

The work involves responsibility for performing or supervising difficult and specialized clerical work, in maintaining and reviewing a complex set of financial accounts and records. An employee in this class is either responsible for maintaining a complex set of financial records or assisting a supervisor in the maintenance of these records, and in preparing complex and difficult financial and statistical reports. Assignments in this class are based on the complexity and difficulty of records kept, the amount of independent judgement exercised and supervisory responsibility of subordinate staff. Work is performed with relative technical independence and is supervised and reviewed by an Administrative Superior in the verification of financial records and statements, and by annual auditing by local and state auditors. Supervision may be exercised over a small number of subordinate personnel. Incumbents may be required to successfully pass a background check.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status in the title of Account Clerk I or Account Clerk-Typist I **and must be** currently employed by the Baldwinsville Central School District.

Open Competitive:

- A. Two (2) years of account keeping work experience or its part-time equivalent, the major job function of which is the maintenance of financial accounts, which must have included reconciling and posting to ledgers, journals and other accounting records; or,
- B. Successful completion of 12 semester credit hours in accounting or an Associate's degree in accounting from a regionally accredited college or university or business school or one accredited by the New York State Board of regents to grant degrees; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Name and Address where Applications/Resumes should be directed to by February 12, 2023:

David H. Kilcourse
Asst. Superintendent for Human Resources
Baldwinsville School District
29 E Oneida St.
Baldwinsville, NY 13027
Email: dhkilcourse@bville.org

Candidate will initially be provisional and must take the corresponding Civil Service exam, scheduled at a later date and place high enough on the list to qualify for permanent appointment.

OR

Transfer: Interested candidates who currently hold a permanent position as an Account Clerk II in a jurisdiction within Onondaga County may be eligible to transfer. Candidates must have completed their probationary term.