



200 NORTHERN CONCOURSE
PO BOX 4949
SYRACUSE, NY 13221-4949

Central New York's Water Authority

www.ocwa.org

PHONE: (315) 455-7061
FAX: (315) 455-6649

OCWA Title: Account Clerk I

(Civil Service job [#81110](#))

Job type

Full time, Non-exempt,

Compensation: Hourly rate \$23.19

Summary

OCWA – Central New York's Water Authority is currently seeking candidates for an Account Clerk I to join our Business Office. The work involves responsibility for specialized clerical work, responsibility in maintaining financial records and accounts of some variety and complexity and/or assisting in performing more difficult and responsible phases of the work. The incumbent will be responsible for answering calls and helping customers by providing information with as much accuracy and efficiency as possible.

Minimum Qualifications

One (1) year of full-time work experience, or its part time equivalent, which must include as a regularly occurring function of the job some financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking vouchers and purchase orders for arithmetical accuracy and completeness; or,

Successful completion of three (3) semester credit hours in college level Accounting from a regionally accredited or New York State registered college, university, or business school.

How to Apply

To apply please visit www.ocwa.org and fill out the general employment application. Applications will be reviewed until the position is filled.

***** "We are currently recruiting for an Account Clerk I through the NYS HELPS Program. This program allows us to hire for this job title without participating in the Civil Service exam or being appointed from an Eligible List."**

The minimum qualifications must still be met, and the position will initially be placed in the Non-Competitive class. After completion of the required 8-52 weeks probation, the position will mature into a permanent appointment."

OCWA is a civil service agency under the jurisdiction of the Onondaga County Personnel Department. Hiring is in accordance with Onondaga County and New York State civil service regulations. For full job specification and more information about civil service please visit www.ongov.net/employment/.



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*In the absence of a valid list, hiring will be done provisionally and in accordance with Civil Service guidelines. The successful candidate will be required to take the Account Clerk I examination, when scheduled, and must score among the top three highest scoring individuals taking the examination to retain their position.

About OCWA

OCWA is an innovative water industry leader. Our team is composed of a dedicated, professional workforce that is committed to providing customers with a safe, reliable, and economical water supply. We proudly serve over 340,000 residential and commercial customers located in our five-county service territory including Onondaga, Oswego, Madison, Oneida, and Cayuga.

OCWA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. OCWA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.