

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

**Account Clerk I**

**Location:** District Office

**Salary:** \$39,427-44,437

**Hours of work:** Monday through Friday, 8 a.m.-4 p.m.

Full job description can be found on the Onondaga County Department of Personnel website:

[https://employment.ongov.net/default/show\\_jobdesc/22697](https://employment.ongov.net/default/show_jobdesc/22697)

**MINIMUM QUALIFICATIONS**

- A. 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,
- B. 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**

Visit <https://onondaga.gov/employment/wp-content/uploads/sites/212/2021/12/application-open-competitive-exam.pdf> and complete the Onondaga County Employment Application.

**Name and Address where Applications should be directed:**

Mary Ellen Kalahar

HR Secretary

195 Blackberry Road

Liverpool, NY 13090

Email: [mkalahar@liverpool.k12.ny.us](mailto:mkalahar@liverpool.k12.ny.us).

**\*\*\* "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."**

"Onondaga County is an Affirmative Action/Equal Opportunity Employer"