A West Genesee Central School District

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October 1, 2026

Title: Account Clerk I

Annual Salary: $40,000 - 42,500

West Genesee has an immediate opening for an Account Clerk I in our Business Office. This is a full-time, 12-month position.

POSITION TYPE NYS HELP PROGRAM This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

Job Qualifications

Candidates must meet the minimum qualifications established by the Onondaga County Department of Personnel (Civil Service) for the title of Account Clerk I as listed below.

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

West Genesee CSD utilizes RecruitFront West Genesee CSD utilizes RecruitFront for external applicants as a means to post job vacancies. We welcome interested applicants to create a RecruitFront Account and application, then apply to a specific job under Job Opportunities.

New York State Education Department Clearance: Appointment is contingent upon successful completion of a criminal background check and fingerprinting clearance from the NYS Education Department as required by the Safe Schools Against Violence in Education (SAVE) legislation.

EQUAL OPPORTUNITY EMPLOYER

West Genesee Central School District is an Equal Opportunity Employer and does not discriminate in employment on the basis o race, color, religion, sex, national origin, age, marital status, disability, or any other characteristic protected by law. We encourage all qualified individuals to apply.