

Schoharie Central School District

ANTICIPATED VACANCY

Senior Account Clerk - Typist

(Provisional)

Confidential/Managerial

- Description of Duties:** Primary duties to include compiling, preparing, and processing payroll and managing employee benefits for all staff members. Other duties as assigned.
- Effective Date:** On or after December 16, 2022
- Shift / Schedule:** Full-Time, 12-Month Position
- Salary / Hourly Wage:** Salary commensurate with experience.

Minimum Qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate degree with at least twelve (12) semester credit hours in bookkeeping or accounting, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience which shall have involved bookkeeping or accounting.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

Send Civil Service Application to:

David J. Baroody
Business Administrator
Schoharie Central School District
P.O. Box 430, 136 Academy Drive
Schoharie, NY 12157
Phone: (518) 295-6673

Posting Date: November 23, 2022 • **Application Deadline:** December 7, 2022

This will be a *provisional* appointment; *permanent* appointment will be contingent upon successful completion of a Civil Service examination and becoming reachable on the resulting eligible list.

The Schoharie Central School District does not discriminate on the basis of age, race, color, national origin, gender, disability, marital status, sexual orientation, or association membership in employment or any of the educational programs and activities which it offers or operates, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and the NYS Human Rights Laws.