

Corinth Central School District

Job Opportunity

Senior Account Clerk Typist-Full time 12 month position. Duties include but are not limited to the following: Prepare payroll for District; make deposits and prepare 941 & It-201 and reconcile bank statements; prepare monthly financial statements for Administration and Board of Education; Deputy Treasurer duties which includes receipts of monies received for all funds. In addition, handles Workers Comp and Health Insurance. Assists the Business Administrator with financial projections for budgeting and negotiations; closing and opening books at end and beginning of each school year; preparing financial information for auditors and presents financial/business data as requested by Superintendent. Candidate must have good knowledge of modern methods used in maintaining accounts and records; good office terminology; ability to get along with others; a high degree of accuracy; and organization. Knowledge of Wincap a plus. Candidate must be reachable on the Civil Service eligible list to retain position. Minimum qualifications for this exam can be found on Saratoga County Website. Salary will be commensurate with experience and will include Benefits and NYS Retirement. Please send Letter of Interest, Resume, and (3) References. Mail to **Corinth Central School**, Daniel Starr, Ed.D., Superintendent, 105 Oak Street , Corinth, NY 12822 **Deadline for submission is October 28, 2015.**

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business administration, or closely related field; and 1 year experience in maintaining financial accounts and records that includes the operation of a personal computer; OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting , Secretarial Science, Office Management, Business Administration, or related field; and 3 years experience in maintaining financial accounts and records that includes the operation of a personal computer; OR

C. Graduation from high school or possession of high school equivalency diploma including, or supplemented by, the successful completion of a course in bookkeeping and keyboarding; and 5 years experience in maintaining financial accounts and records that includes the operation of a personal computer.

