



TOMPKINS • SENECA • TIOGA

For Candor • Dryden • George Junior Republic • Groton • Ithaca • Lansing • Newfield • South Seneca • Trumansburg  
David J. Parsons  
Assistant Superintendent, Administrative Services

December 8, 2021

Please Post/Job #1463

**VACANCY NOTICE**

**TITLE: PAYROLL/ACCOUNTS PAYABLE CLERKS – CBO  
3-Full Time, 12 month position (provisional)  
Administration / Central Business Office**

**Civil Service: Competitive  
Non-Affiliated Position  
Location: A-Building  
T-S-T BOCES, Ithaca, NY**

**DUTIES:** Position reports to the School Business Official and works closely with other office staff. This position is primarily responsible for the receipt and processing of the information required to prepare accounts payables and payrolls but also involves responsibility for performing a variety of other clerical tasks. Routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records is required. Work is performed under general supervision with incumbents being expected to independently perform most duties, referring only difficult or unusual problems to the supervisor. The incumbent will perform all related duties as required.

**QUALIFICATIONS:** Graduation from a regionally accredited or NYS registered college or university with an Associate’s degree in accounting, business administration or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) payroll and/or accounts payable experience **OR** Graduation from high school or possession of a GED **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) payroll and/or accounts payable experience; **OR** Any equivalent combination of training and experience as defined within the limits above.

Must complete county on-line job application, please visit: [www.tompkinscountyny.gov/personnel](http://www.tompkinscountyny.gov/personnel)

**START DATE:** January 3, 2022 or as soon as possible

**SALARY RANGE:** \$28,475-\$33,500. Excellent benefits are available. *(There is no current Civil Service List of Eligibles – position must be filled provisionally and is open to outside candidates. Appointee must take, pass and be reachable on the next civil service exam given for this title to remain in the position on a permanent basis.)*

**Contact Person:** For further information, please contact Kymberlee Zimmer 607-257-1551 at x1036.

**Application Deadline:** December 15, 2021 or until filled

Please direct questions about employment opportunities to:  
Email: [hr@tstboces.org](mailto:hr@tstboces.org) or visit our Web Site: [www.tstboces.org](http://www.tstboces.org)  
Must complete county on-line job application, please visit: [www.tompkinscountyny.gov/personnel](http://www.tompkinscountyny.gov/personnel)  
**Human Resources, TST - BOCES, 555 Warren Road, Ithaca, N.Y. 14850**  
**Phone (607) 257-1551 or Fax (607) 257-2825 or (607) 697-8273**  
Attach appropriate application to all resumes/vitae, list job number and name of position.

The Tompkins-Seneca-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, or weight, or genetic predisposition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or [dparsons@tstboces.org](mailto:dparsons@tstboces.org)