

**BUSINESS OFFICE POSITION AVAILABLE**

**PROVISIONAL APPOINTMENT**

1.0 FTE - 12-month position

**Candidates must qualify to sit for Rensselaer County Civil Service Exam, but do not need to be a resident of Rensselaer County to qualify.**

SCHODACK CENTRAL SCHOOL DISTRICT  
1477 SOUTH SCHODACK ROAD  
CASTLETON, NEW YORK 12033

**Civil Service Title: ACCOUNT CLERK/TYPIST**

Join our dynamic team at the Business Office! We're seeking a skilled individual to support our business administrator and office operations. If you have a background in bookkeeping or accounting and have experience with Microsoft and Google Suite with proficiency in Microsoft Excel, this position is perfect for you. As a competitive civil service role, you'll need to be prepared to take and pass the Account Clerk/Typist exam, but in return, you'll enjoy a supportive work environment where your organizational skills and ability to manage multiple priorities will shine. If you're ready to be part of a customer service-focused team and thrive in a role that values professionalism and confidentiality, apply now!

**Management/Confidential - Competitive Civil Service Position**

**Available start date:** July 1, 2024 or ASAP

**Rate:** \$ 25.10 per hour start rate - \$48,945 (year 2 annual rate approximately \$53,000)

**Benefits available:** Health, Dental and Vision Insurance, NYS Retirement, 403b, 457b, paid vacation, sick and personal time, and 14 paid holidays.

- Position requires strong organizational skills, ability to work independently on key projects, ability to manage multiple priorities and ability to maintain a high degree of confidentiality.
- Professional verbal and written communication skills, strong mathematical aptitude desired.
- Willingness and desire to be a part of a team interacting with employees, retirees, community members, board members and administration.
- Must be familiar with e-mail and internet, basic computer applications and software programs, previous experience with nVision (Finance Manager) preferred.

**QUALIFICATIONS:**

- A) Graduation from high school including or supplemented by courses in bookkeeping and typing.
- B) For additional qualifications, see detailed Civil Service description included

**APPLY TO:** Michele Reickert (mreickert@schodack.k12.ny.us)