



JOIN OUR TEAM

Anticipated Vacancy At The Utica City School District For An:

ACCOUNTANT

RESPONSIBILITIES:

- Prepares entries necessary to close accounts
- Maintains a varied and complex set of accounting records, and assists in the preparation of portions of financial statements from accounting records
- Prepares reports; Reconciles general ledger accounts
- Assists in preparing a department budget
- Performs a variety of related duties as necessary for the efficient execution of functions of the department.

EDUCATION:

High School

College 4 Years, with specialization in Accounting, Business Administration

College 2 Years, with specialization in Accounting, Business Administration

EXPERIENCE:

NYS School Accountant experience preferred.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of accounting principles and procedures; ability to apply such knowledge to accounting transactions; knowledge of office methods/procedures, familiarity with the use of standard office equipment; knowledge of federal and capital funds; knowledge of general principles of public finance administration, including budgeting and financial reporting, ability to prepare complete and accurate accounting reports/statements; ability to perform detailed work, ability to understand/carry out complex directions.

Civil Service Classification: Competitive

Please email resume, required certifications indicated above and a completed Civil Service application to:

employment@uticaschools.org

Sara E. Klimek,
CHIEF HUMAN RESOURCES OFFICER

www.uticaschools.org

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