



**Berne-Knox-Westerlo Central School District**  
1738 HELDERBERG TRAIL · BERNE, NEW YORK 12023

Dr. Timothy Mundell, Superintendent (518) 872-1293  
<http://www.bkwschools.org>

Business Office · (518) 872-0909 · Fax: (518) 872-0341  
Secondary School Office · (518) 872-1482 · Fax: (518) 872-2083  
Elementary Office · (518) 872-2030 · Fax: (518) 872-2031  
Special Education Office · (518) 872-0945 · Fax: (518) 872-5128

**BOARD OF EDUCATION**  
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**ANTICIPATED POSITION OPENING**

**ACCOUNT CLERK I**

**Start Date – November 23, 2021**

**Salary - \$30,000-\$33,000 (commensurate with experience)**

**JOB DESCRIPTION:**

- Cash receipts, prepare deposits and banking
- Input requisitions for office and IT department
- Monthly Retiree Billing
- Order supplies for Business Office/Copy Paper for Schools
- Outgoing/Incoming Mail
- Enter Time Off/Attendance in HR program
- Worker's Comp processing
- Data Entry for Accounts Payable and Warrants
- Backup to Purchasing/Account Clerk
- Assist Business Office staff with projects
- Tax Collection
- Other office duties as assigned
- Reports to Accounting Manager

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Accounting or Business or at least 2 years' experience in accounting. Will need to take the Account Clerk I Civil Service Test for Albany County
- Excellent oral and communication skills
- Good working knowledge of computer skills (word processing, databases, spreadsheets, etc.) Knowledge of Nvision preferred but not required
- Organize tasks, sets priorities, meets deadlines and manage multiple tasks
- Team Player

Send Resume and Credentials to:  
Kristin Barnhill, Accounting/Finance Officer  
Berne-Knox-Westerlo Central School District  
1738 Helderberg Trail, Berne, NY 12023 (518) 872-0909

Applications and Resumes accepted until October 22, 2021

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or disability.

Posted: October 13, 2021  
Internal Posting  
External Posting: OLAS/ASBO

**District Mission Statement:**

The B-K-W CSD will provide an environment that fosters the creative, emotional, intellectual, and physical well-being of each student in order to enable a mastery of the curriculum and a life-long learning capability to meet the challenges of the future.