

Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$60,000-\$70,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

FINANCIAL SERVICES PROGRAM COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, in Accounting, Finance, Business Administration, or a closely related field AND three (3) years full-time paid work experience, or its part-time equivalent, in accounting, payroll, budgeting or working with other financial computer software; OR
2. Possession of an Associate's Degree in Accounting, Finance, Business Administration, or a closely related field AND five (5) years of full-time paid work experience, or its part-time equivalent, in accounting, payroll, budgeting or working with other financial computer software; OR
3. Graduation from high school or possession of a high school equivalency diploma, AND seven (7) years full-time paid work experience, or its part-time equivalent, in accounting, payroll, budgeting or working with other financial computer software.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for training and instructing component school district personnel using financial software applications supported by Wayne-Finger Lakes BOCES (BOCES) Educational Technology Services. Incumbents in this class also provide technical assistance to component school district personnel to resolve financial software problems. The Financial Services Program Coordinator series differs from other Program Coordinator series by virtue of the fact that incumbents in the Financial Services Program Coordinator series are required to possess knowledge pertaining to financial record maintenance and do not perform general support services or maintain software applications. The work is performed under the direct supervision of a higher-level administrator. Supervision of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains and assists component school district staff on financial software applications used to perform accounting, payroll, budgeting and other financial activities;

Administers and maintains a computerized financial system for a component school district;

Writes documentation regarding financial software use;

Acts as liaison between component school districts and software vendors;

Acts as liaison between component school administrators and clerical staff to formulate training and strategies for financial software use in a component school district;

Documents and distributes financial software upgrades;

Prepares financial documentation forms or reports such as W2 and 1099 Forms or Federal and State retirement reporting for a component school district;

Tests and installs financial software applications/updates and analyzes and resolves computer hardware and software problems either onsite or by phone;

Performs basic computer hardware and financial software installation, maintenance and network administration such as installing stand alone or Local Area Network (LAN) computer hardware and software; configuring software, adding and removing end-users, and resolving printer problems;

Meets with component school district technology personnel and administrators to discuss requests for program changes, advise on hardware and financial software purchases and coordinate technology projects;

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FINANCIAL SERVICES PROGRAM COORDINATOR

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Orders and tracks financial software applications purchased for component school districts, maintains detailed written records on training and services provided;
Participates in regional user group meetings for the support and development of financial services supported by BOCES;
Distributes training documents, manuals, revisions, and memos, newsletter and other information pertaining to financial software use in a component school district;
Documents financial software changes requested by component school districts and forwards it to the appropriate software company;
Researches new and updated financial software before distributing it to a component school district;
Advises and makes recommendations to component school personnel regarding financial software purchases;
Maintains an up-to-date knowledge on emerging theories and best practices in learning and teaching technology integration;
Prepares and submits written and statistical reports related to program activities for BOCES and the New York State Education Department;
May contact government agencies such as the Internal Revenue Service or the New York State Department of Taxation and Finance to research questions or resolve problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer financial software applications supported by BOCES Educational Services;
Good knowledge of the financial record maintenance procedures;
Good knowledge of assigned local school districts needs for technology training services;
Working knowledge of computer hardware and software industry;
Working knowledge of standard office practices and equipment;
Ability to develop, design, coordinate and/or deliver technology training;
Ability to utilize various software and computer database programs;
Ability to problem-solve computer user hardware and software problems;
Ability to form and maintain effective working relationships with others;
Ability to understand and empathize with computer user needs and concerns;
Ability to maintain records and prepare written and statistical reports clearly and concisely;
Ability to communicate effectively in English both orally and in writing;
Ability to follow written and oral instructions;
Physical condition commensurate with the demands of the position.

APPROVED: AUGUST 20, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES