



Dr. Lisa Buon


Acting Superintendent of Schools

Ms. Onyx Peterson
Ms. Mary Ellen Leimer
Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Interim Associate Superintendent of Schools
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: May 22, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer 
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy – **Assistant Superintendent for Finance**

TITLE: Assistant Superintendent for Finance

This posting will close at 4:00PM on
Sunday, June 1, 2025

Qualifications:

- 1) NYS School Business Administrator (SBA) or School District Business Leader Certification (SDBL), or eligible for Internship Certificate (SDBL)
- 2) Understanding of the school budget development process, school aid formulas and reports
- 3) Demonstrated experience developing and complying with policies and regulations relating to school district finance procedures

Job Goal:

Responsible for ensuring that financial management functions and activities operate in a legal and efficient manner to provide maximum support and contribution to the instructional program of the Newburgh Enlarged City School District, and providing direction and leadership for Finance Services.

Special Knowledge & Skills:

1. Financial management skills.
2. Negotiation of vendor contracts; experience in assisting with labor negotiations.
3. Leadership and communication skills required; ethical approach to business required.
4. Leads the oversight and management of capital project budgets.
5. Has oversight of the Food Services Department and Facilities Department.
6. Experience with SED transportation compliance and regulations.
7. Provides timely financial reports to the Superintendent and Board of Education.

A complete job description may be found on the District's website at www.newburghschools.org under the 'District/Employment with the District' tab.

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** **FAX to: 563-3468**
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MEL:tc

