

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit
Ms. Andrea Moriarty
Dr. Kathleen Farrell
Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Onyx Peterson
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

MEMO: TO ALL SCHOOLS PLEASE POST
FROM: Michael McLymore
Assistant Superintendent of Human Resources

This posting will end at 4 PM on
Monday, December 18, 2023

RE: Anticipated Vacancy: Principal Account Clerk

POSTING NUMBER: PRAC-001

***Principal Account Clerk position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

This position is non-represented; Confidential Managerial

GENERAL STATEMENT OF DUTIES: The work involves responsibility for planning, assigning and supervising major account keeping activities. Work is performed under general supervision of the Assistant Superintendent of Finance and/or the Purchasing Agent. This position differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence in carrying out the work. This position may lead and direct the work of subordinate clerical staff. Performs related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Associate's Degree in Accounting, Business Administration, or closely related field and one year experience in maintaining financial accounts; Or;
- B. Graduation from high school, or possession of a high school equivalency diploma, and three years of experience in maintaining financial accounts; Or;
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

PROMOTIONAL QUALIFICATIONS: Two (2) years as a Sr. Account Clerk; or Four (4) years permanent as an Account Clerk

A complete job description is on the District's website www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

Funding Source: Federal Fund

- 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.

PLEASE DO NOT E-MAIL directly to Mr. McLymore.

MM:sb