

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

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

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

March 8, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

This posting will end at 4:00 PM  
on Thursday, March 21, 2024

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.**

**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](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.**

**This position is non-represented; Confidential Managerial**

**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**  
Please use the 'Letter of Interest' template found on the district's website ([www.newburghschools.org](http://www.newburghschools.org)) under the District tab "Employment in the District"
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

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

MM:tc