



Ms. Onyx Peterson Deputy Superintendent  
 Dr. Elisa Correa-Soto Asst. Superintendent, Secondary Curriculum & Instruction  
 Dr. Natasha Freeman-Mack Asst. Superintendent, Student Support Services  
 Ms. Genieve Holder Asst. Superintendent, Human Resources  
 Mr. Joseph McGrath Asst. Superintendent, Chief Information & Data Officer  
 Dr. Shannon O’Grady Asst. Superintendent, Elementary Curriculum & Instruction  
 Ms. Kimberly Rohring Asst. Superintendent, Finance/Chief Financial Officer  
 Ms. Michelle Mc Kitty-Bromley Asst. Superintendent, Exceptional Learners

DATE: June 12, 2026  
 MEMO: TO ALL SCHOOLS-PLEASE POST  
 FROM: Genieve Holder  
 Assistant Superintendent of Human Resources  
 RE: Anticipated Vacancy – **Senior Account Clerk**

This posting will close at 4:00 PM  
on Friday, June 26, 2026

At the present time the District has the following anticipated vacancies:

Location	Position	Requirements
District	Senior Account Clerk	Internal Transfers (Current NECSD Account Clerks) or <i>*Provisional</i>

*\*Senior Account Clerk position is provisional and contingent upon results of the Civil Service Exam when issued.*

**Funding Source:** General Fund

**GENERAL STATEMENT OF DUTIES:**

Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two years of experience in compilation and maintenance of financial accounts and records; or any equivalent combination of experience and training. For Promotion: Permanent competitive class status in the Newburgh Enlarged City School District for EITHER; (a) two years as an Account Clerk or (b) Account Clerk/Typist; OR four years as a Clerk or Typist.

A complete job description can be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘DISTRICT’ tab/Employment with the District.

- **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** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**GH:sp**