



Dr. Jackielyn Manning Campbell **Superintendent of Schools**

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
TBD
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

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

DATE: July 09, 2026
MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Onyx Peterson
Deputy Superintendent
RE: Anticipated Vacancy – **Senior Account Clerk**

This posting will close at 4:00 PM
on Wednesday, July 22, 2026
Repost

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 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) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

OP:sp