

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: August 26, 2025

This posting will close at 4:00 PM  
on Tuesday, September 9, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Senior Account Clerk-Finance**

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

Posting Name	Location	Requirements
Senior Account Clerk	Finance	Internal Transfers (Current NECSD Senior Account Clerks) or Provisional

**\* 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.

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:tc