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Deputy Superintendent
 Asst. Superintendent, Secondary Curriculum & Instruction
 Asst. Superintendent, Chief Equity Officer
 Asst. Superintendent, PRE K - 2
 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: October 8, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder 
 Assistant Superintendent of Human Resources

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

This posting will close at 4:00 PM
 on Thursday, October 23, 2025
 Repost

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

Location	Position	Requirements
BOE-Finance	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.

GH:tc