NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson	**Acting Superintendent of Schools**
TBD	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Shannon O'Grady	Asst. Superintendent, Elementary Curriculum & Instruction
Ms. Marcie Heywood	Asst. Superintendent, PRE K - 2
Ms. Genieve Holder	Asst. Superintendent, Human Resources
Mr. Joseph McGrath	Asst. Superintendent, Chief Information & Data Officer
TBD	Asst. Superintendent, Exceptional Learners
Ms. Kimberly Rohring	Asst. Superintendent, Finance/Chief Financial Officer
Dr. Natasha Freeman-Mack	Asst. Superintendent, Chief Equity Officer

DATE: August 20, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Genieve Holder GH
                Assistant Superintendent of Human Resources

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

> This posting will close at 4:00 PM
> on Tuesday, September 2, 2025
> *Repost*

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

Posting Name	Location	# of Positions	Requirements
Senior Account Clerk	**Finance**	**1**	**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 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