

# NEWBURGH


ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell  
Mr. Ed Forgit  
Mr. Christopher Bayer  
Dr. Natasha Freeman-Mack  
Mr. Michael McLymore  
Ms. Andrea Moriarty  
Ms. Onyx Peterson  
Ms. Kimberly Rohring

**Superintendent of Schools**  
Deputy Superintendent  
Asst. Superintendent, Exceptional Learners  
Asst. Superintendent, Chief Equity Officer  
Asst. Superintendent, Human Resources  
Asst. Superintendent, Elementary Curriculum & Instruction  
Asst. Superintendent, Chief Information and Data Officer  
Asst. Superintendent, Finance/Chief Financial Officer

DATE: April 12, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore   
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Senior Account Clerk-Food Services**

This posting will close at 4 PM on  
Thursday, April 25, 2024  
\*Re-Post\*

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

Posting Name	Location	Position	Requirements
SATC-007	Food Services	Senior Account Clerk	Internal Transfers (Current NECSD Senior Account Clerks) or Provisional

- **Transfers:** 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**

**\* 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.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:tc