NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Dr. Roberto Padilla
Superintendent of Schools

Mr. Ed Forgit
Mr. Michael McLymore
Mrs. Andrea Moriarty
Mr. Chris Bayer
Dr. Lisamarie Spindler
Dr. Pedro Roman

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

DATE: October 30, 2020

This posting will close at 4 PM on Thursday, November 12, 2020

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore (MMc)
Assistant Superintendent of Human Resources

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

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

Posting Name	Location	Position	Requirements
SATC-004	**BOE**	**Senior Account Clerk**	**Transfers or Must be on the Civil Service Eligible List**

- **Transfer 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**

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.

PLEASE DO NOT E-MAIL directly to Mr. McLymore.

MM:sb