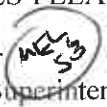


Ms. Onyx Peterson
Ms. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
TBD
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

December 6, 2024 **Revised – Post End Date Extension & Job Description*

MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources
RE: **Anticipated Vacancy: Treasurer**

This posting will end at 4:00PM on
**Wednesday, January 15, 2025*

POSTING NAME: TREASURER

POSTING NUMBER: TRES-001

***QUALIFICATIONS**

Either:

- (A) A Bachelor's degree from a recognized college or university in Accounting, Business Administration, Public Administration, Finance or related field;
- (B) Masters degree, CPA or SDBL certification preferred;
- (C) At least three years' experience in a school district business office responsible for general ledger work; knowledge of school district accounting

***JOB GOAL:**

Is responsible for keeping an accurate record of the finances of a school district; ensuring all accounting work is done in compliance with law, regulations, Board of Education Policy, and audit standards; does related work as required.

***SPECIAL SKILLS & KNOWLEDGE**

1. Financial management skills required.
2. Excellent communication skills required; ethical approach to business required.
3. Supervisory experience required.
4. Knowledge of fund accounting required.

A complete job description is on the District's website 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
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

Please do not email Ms. Leimer directly.

MEL: sb