December 15, 2023

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Treasurer

POSTING NAME: TREASURER

POSTING NUMBER: TRES-001

QUALIFICATIONS

Either:
(A) Three years of general business experience of which one shall have involved bookkeeping or auditing financial records OR;
(B) A Bachelor’s degree from a recognized college or university in Business Administration, Public Administration, Accounting, Finance or related field; OR;
(C) Any satisfactory equivalent combination of the foregoing training and experience

JOB GOAL:
Is responsible for keeping an accurate record of the finances of a school district; does related work as required.

SPECIAL SKILLS & KNOWLEDGE
1. Financial management skills required.
2. Excellent communication skills required; ethical approach to business required.
3. Experience in the oversight of grants and funded programs.

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 Mr. McLymore directly.

MM: sb