



Dr. Jackielyn Manning Campbell **Superintendent of Schools**

Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Natasha Freeman-Mack
Dr. Madeline Diamond
Mr. Joseph McGrath
Dr. Shannon O'Grady
Ms. Kimberly Rohring
Ms. Michelle Mc Kitty-Bromley

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

October 28, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
 Assistant Superintendent, Human Resources

RE: **Anticipated Vacancy: Treasurer**

This posting will end at 4:00PM on
Monday, November 9, 2026

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) Master's 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 Dr. Diamond directly

MD:sb