Dr. Jackielyn Manning Campbell Superintendent of Schools

NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson	Deputy Superintendent
Dr. Elisa Correa-Soto	Asst. Superintendent, Secondary Curriculum & Instruction
Dr. Natasha Freeman-Mack	Asst. Superintendent, Student Support Services
Dr. Madeline Diamond	Asst. Superintendent, Human Resources
Mr. Joseph McGrath	Asst. Superintendent, Chief Information & Data Officer
Dr. Shannon O'Grady	Asst. Superintendent, Elementary Curriculum & Instruction
Ms. Kimberly Rohring	Asst. Superintendent, Finance/Chief Financial Officer
Ms. Michelle Mc Kitty-Bromley	Asst. Superintendent, Exceptional Learners

DATE: November 24, 2026

This posting will end at 4 PM on Tuesday, December 8, 2026

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

RE: **Anticipated Vacancy: Junior Accountant**

***Junior Accountant position is Provisional and Contingent upon results of the Civil Service Exam when issued**

TITLE: Junior Accountant

GENERAL STATEMENT OF DUTIES: Performs complex and technical accounting work in the School District; does related work as required.

MINIMUM QUALIFICATIONS:
EITHER:

A. 1) Satisfactory completion of a full two year course with a diploma in accounting from a business school registered by the NYS Education Department; ***OR***

2) A degree including a minimum of 12 credit hours in accounting from a regionally accredited or NYS registered two year college; ***AND***

3) Three years of satisfactory full-time paid accounting or auditing experience, two years of which must have been in maintaining or auditing double-entry books of a business including the general ledger or in maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports or in the field auditing of such books.

OR:

B. Graduation from a regionally accredited or NYS registered four year college or university with a bachelor's degree including or supplemented by the completion of 24 credit hours in accounting.

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** must respond via the OLAS Web Site **(www.olasjobs.org)** on or before the above closing date.

MD:sp