February 26, 2020

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy: Principal Account Clerk

POSTING NUMBER: PAC-002

*Principal Account Clerk position is Provisional and Contingent upon passing the Civil Service Exam when issued.

GENERAL STATEMENT OF DUTIES: The work involves responsibility for planning, assigning and supervising major account keeping activities. Work is performed under general supervision of the Assistant Superintendent of Finance and/or the Purchasing Agent. This position differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence in carrying out the work. This position may lead and direct the work of subordinate clerical staff. Performs related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

A. Associate’s Degree in Accounting, Business Administration, or closely related field and one year experience in maintaining financial accounts in a supervisory position; Or;

B. Graduation from high school, or possession of a high school equivalency diploma, and three years of experience in maintaining financial accounts in a supervisory position; Or;

C. An equivalent combination of training and experience as defined by the limits of A and B above.

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 District’s NEW online application system: RecruitRight on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the District tab “Employment in the District”

MM: sb