

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit

Deputy Superintendent

Ms. Andrea Moriarty

Asst. Superintendent, Elementary Curriculum & Instruction

Dr. Kathleen Farrell

Asst. Superintendent, Secondary Curriculum & Instruction

Mr. Christopher Bayer

Asst. Superintendent, Exceptional Learners

Mr. Michael McLymore

Asst. Superintendent, Human Resources

Ms. Kimberly Rohring

Asst. Superintendent, Finance/Chief Financial Officer

Dr. Natasha Freeman-Mack

Asst. Superintendent, Chief Equity Officer

Ms. Onyx Peterson

Asst. Superintendent, Chief Information & Data Officer

DATE: May 22, 2023

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Senior Account Clerk**

This posting will close at 4 PM on  
Friday, June 2, 2023

At the present time the District has the following anticipated vacancies:

Posting Name	Location	Position	Requirements
SATC-006	BOE-(Finance)	Senior Account Clerk	Internal Transfers (Current NECSD Senior Account Clerks) ONLY

- **Transfers:** 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**

**Funding Source:** General Fund

### **GENERAL STATEMENT OF DUTIES:**

Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; does related work as required.

### **FOR PROMOTION:**

Permanent competitive class status in the Newburgh Enlarged City School District for EITHER;

- (a) two years as an Account Clerk or
- (b) Account Clerk/Typist; OR four years as a Clerk or Typist.

A complete job description can be found on the District's website at [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.**

MM:sb