

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Ms. Onyx Peterson

Acting Superintendent of Schools

TBD

Dr. Elisa Correa-Soto

Dr. Shannon O'Grady

Ms. Marcie Heywood

Ms. Genieve Holder

Mr. Joseph McGrath

TBD

Ms. Kimberly Rohring

Dr. Natasha Freeman-Mack

Deputy Superintendent

Asst. Superintendent, Secondary Curriculum & Instruction

Asst. Superintendent, Elementary Curriculum & Instruction

Asst. Superintendent, PRE K - 2

Asst. Superintendent, Human Resources

Asst. Superintendent, Chief Information & Data Officer

Asst. Superintendent, Exceptional Learners

Asst. Superintendent, Finance/Chief Financial Officer

Asst. Superintendent, Chief Equity Officer

DATE: August 8, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Genieve Holder *GH SB*  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – **Account Clerk-Purchasing**

This posting will close at 4 PM on  
Thursday, August 21, 2025

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

Location	Position	Requirements
BOE-Purchasing	Account Clerk	Internal Transfers (Current NECSD Account Clerks) or <i>*Provisional</i>

*\*Account Clerk position is provisional and contingent upon results of the Civil Service Exam when issued.*

## GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical duties in maintaining financial accounts and records and assists in performing more difficult and responsible phases of this work; does related work as required.

## MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and one year of experience in maintaining financial accounts or any equivalent combination of experience and training. For Promotion: Permanent competitive class status in the Newburgh Enlarged City School District for one year 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.

- **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

- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

GH:tc