


NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Dr. Jackieyn Manning Campbell Superintendent of Schools

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Ms. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
TBD
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

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

November 25, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST
FROM: Mary Ellen Leimer 
Interim Assistant Superintendent of Human Resources
RE: Anticipated Vacancy: Principal Account Clerk

This posting will end at 4:00PM on
Wednesday, December 4, 2024
Re-Post

POSTING NUMBER: PRAC-002

***Principal Account Clerk position is Provisional and Contingent upon results of 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; Or;
- B. Graduation from high school, or possession of a high school equivalency diploma, and three years of experience in maintaining financial accounts; Or;
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

PROMOTIONAL QUALIFICATIONS: Two (2) years as a Sr. Account Clerk; or Four (4) years permanent as an Account Clerk

A complete job description is on the District's website www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

This position is non-represented; Confidential Managerial

- **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**
Please use the 'Letter of Interest' template found on the district's website (www.newburghschools.org) under the District tab "Employment in the District"
- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MEL:tc