



PLEASE POST

SUSAN JOHNSON

Acting Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

September 11, 2024

AMENDMENT

JOB POSTING # 121A

2024 - 2025 SCHOOL YEAR VACANCIES

My Brother's Keeper and Empire After School Programs

POSITIONS: **Financial Manager Clerk**

Financial Manager Clerk for Grants MBK and Empire Program, reporting to New York State Financial Grants.

QUALIFICATIONS: Typist-Clerk experience working with grants, maintains accounting systems, budget for vendors, financial records, keeping state guidelines for MBK and Empire program. Completing FS 10 reports and FS 25 reporting and deadlines.

LOCATION: Elementary Schools and Secondary Schools

DATES: Sept. 19, 2024 – August 30, 2025

DAYS AND TIME: Monday – Friday: 4:05 p.m. – 7:05 p.m.
Saturday: 9:00 a.m. – 12:00 p.m.
(Only when needed, not to exceed six hours per week)

COMPENSATION: Contractual Hourly Rate

CLOSING DATE: September 12, 2024

APPLICATION PROCEDURES: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore, Ed.D.

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Associate Superintendent for Human Resources

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