



# PLEASE POST

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Superintendent of Schools  
ADMINISTRATION OFFICE

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HUMAN RESOURCES DEPARTMENT

June 28, 2024

JOB POSTING # 87

## 2024 – 2025 SCHOOL YEAR VACANCY

### Competitive Civil Service Position

### Provisional Appointment

**POSITION:**        **SENIOR ACCOUNT CLERK - PROVISIONAL**

(Permanent appointment contingent upon participating and attaining a passing, reachable score in the Civil Service exam for this title)

**QUALIFICATIONS:**

1. Graduation from high school, including or supplemented by courses in bookkeeping or accounting and two years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records OR;
2. Graduation from high school and three years of office clerical experience which included as the major function the compilation and maintenance of financial accounts and records OR;
3. A two-year certificate in Accounting or an Associate's Degree in business curriculum which included courses in accounting, from a regionally accredited or New York State registered business school, college or university.

**NOTE:** Experience, as outlined in (1) or (2), in excess of the two or three year requirement, may be substituted for high school education on a year-for-year basis, up to a maximum of two years.

**COMPENSATION:**        Contractual

**CLOSING DATE:**        July 7, 2024

**APPLICATION PROCEDURE:** To apply click on this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

*Rodney Gilmore, Ed.D.*

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