



Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

Todd Campbell
Superintendent
(585) 493-5450

John Novak
Business Admin
(585) 493-5150

Cheryl Wilkolaski
Pupil Personnel Dir
(585) 493-3512

Michelle Bergmann
Dir of Curr & Instr
(585) 493-3513

Rachel Webster
PK-4 Principal
(585) 493-2581

Amy Leone
5-8 Principal
(585) 493-2592

Paul Rogers
9-12 Principal
(585) 493-2571

Tyler King
Asst Principal 5-12
(585) 493-2571

Directory
Auto Attendant
(585) 493-5999

VACANCY

POSITION:

Account Clerk - Confidential

- Part Time, 12 Months, .6 FTE
- 1,134 hours per year (4.5 per day)
- Civil Service - HELP Program

START DATE:

11/02/2026

SALARY:

\$18.00 - \$23.00/hour

(Commensurate with experience and qualifications)

QUALIFICATIONS:

General Office Procedures, Organized, Dependable, Able To Multi-Task. Requires Strong Computer Skills (Microsoft Word, Excel, Google Docs)

BENEFITS:

Sick / Personal / Bereavement Time, Paid holidays, Healthcare benefits (Single or Family), pro-rated

APPLICATIONS:

Candidates should send letter of interest to:

District Office – Account Clerk

Letchworth Central School

5550 School Rd.

Gainesville, NY 14066

OR e-mail to kcummins@letchworth.k12.ny.us

APPLICATION DEADLINE:

Tuesday, October 13, 2026 @ 3:00 PM

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