

Job Title	<i>Fire District Treasurer; Deputy Fire District Treasurer</i>
Reports To	<i>The Board of Fire Commissioners</i>

Job Purpose

The Fire District Treasurer is the fiscal officer of the Fire District. The Treasurer receives, deposits and expends district funds and has custody of district funds.

The Deputy Fire District Treasurer assists when necessary, and in the absence of, the Fire District Treasurer.

The Fire District Treasurer and Deputy Fire District Treasurer are appointed annually, and are required to take and file an annual oath of office and surety bond.

Duties and Responsibilities, including but not limited to:

- Acts as the chief fiscal officer of the fire district;
- Responsible for filing the Annual Financial Report and coordinating annual independent audit;
- Assures that all deposits in official depositories are properly secured and/or collateralized;
- Assure compliance in accordance with the NYS OSC reporting requirements including GASB (Governmental Accounting Standards Board);
- Responsible for maintaining all of the fire district's fiscal books, records of receipts, orders, vouchers and cancelled checks;
- Maintains annual budget and other fiscal reports;
- Participates in the annual budgetary process;
- Performs all district banking functions, including timely monthly bank and petty cash reconciliations, deposits and disbursements including but not limited to vouchering, cutting/printing/mailling checks;
- Creates and distributes various reports such as abstract and treasury reports;
- Payroll deductions, year-end payroll overlaps, various monthly, quarterly and annual tax payments and filings, employee and employer IRA contributions, and accounting for health insurance as necessary;
- Maintains records of all time off for paid staff;
- Invests Fire District funds pursuant to the Investment Policy;
- Appropriates monies; i.e. receiving, recording, disbursing, depositing, transferring monies such as taxes received, returned checks, insurance reimbursements, etc.;
- Receives and disburses foreign fire insurance (2%) tax monies in a timely manner;
- Disburses monies only when authorized by the BoFC except when granted authority by Town Law 177;
- Responsible for oversight of all credit cards except those in possession by the Director of Purchasing, including monthly reconciliations of credit card(s), receiving proper supporting itemized receipts and invoices;
- Responsible for reviewing reconciliations of credit cards in possession of the Director of Purchasing, confirming receipt of proper documentation;
- Responsible for preparation of year-end Closing of the Books;
- Annual review and disposition of financial records according to the NYS Archives *Retention* and Disposition Schedule for New York Local Government Records (LGS-1).
- Any other duties as assigned by the BoFC

Qualifications and Experience –

- A four-year degree in governmental accounting is preferred, or four years' experience as treasurer in a government agency as work experience is acceptable;
- Must pass a criminal background check and be bondable;
- Proficient in MS Word, Excel and PowerPoint, QuickBooks or other accounting software program.

Working Conditions

- Special working conditions may include a range of circumstances from regular evening and weekend work as well as traveling to meetings and trainings, and work in all four of the District fire stations.

Physical Requirements

- The job may require moving and lifting objects weighing 35 lbs. as well as flights of stairs.

Job Title	<i>Fire District Secretary; Deputy Fire District Secretary</i>
Reports To	<i>District Administrator, Board of Fire Commissioners</i>

Job Purpose

The Secretary is the “clerk” of the Fire District and records, maintains and distributes all applicable public actions taken by the Board of Fire Commissioners. The Secretary is also the Records Management Officer of the Fire District per Town Law.

The Deputy Fire District Secretary assists when necessary, and in the absence of, the Fire District Secretary.

The Fire District Secretary and Deputy Fire District Secretary are appointed annually, and required to take and file an annual oath of office.

Duties and Responsibilities, including but not limited to:

- Prepare for, and attend all Board of Fire Commissioners (BoFC) meetings
- Responsible for the recording, transcription and distribution of minutes of meetings
- Keep complete and accurate records of proceedings of each meeting
- Keep accurate record of all propositions, rules and regulations adopted by the BoFC
- Distribute and handle all correspondence
- Custodian of all books, records & papers of the fire district, including financial records for past years
- Records management, including creating, archiving and scheduling destruction of various records consistent with applicable laws
- Comply with all FOIL requests as allowed by law
- Arrange all annual and special elections as required by law
- Responsible for various aspects of the annual budget process as required by Town Law
- Comply with all time frames for all required legal publications
- Prepare all notices and assure their compliance with Town Law
- Prepare all notices for posting & publication, including notices of any public meetings and public hearings
- Post all notices, including on the official website & bulletin board of the fire district
- Adhere to all fire district policies
- Handle all paperwork with regard to all district functions
- Participate in annual independent audit as necessary
- Maintain confidentiality in all matters
- Maintain District website
- Responsible for processing various memberships, i.e. new firefighters, etc.
- Coordinating all annual physicals, clearances, various vaccinations, VFBL and claims
- Involved in annual installation inspection as necessary
- Have such additional powers and perform such additional duties as the BoFC may determine

Qualifications and Experience

- Proficient with general computer operations i.e. Microsoft Word, Excel, Outlook
- Specialized knowledge of NYS Laws and regulations relating to the duties of the fire district secretary including, but not limited to GML, Town, Local, FOIL laws
- Two years’ experience as an administrative secretary
- Preference given to those living within fire district boundaries and/or with Fire District experience

Working Conditions

Special working conditions may include a range of circumstances from regular evening and weekend work as well as traveling to meetings and work in all four of the district fire stations. Attendance at work related training as necessary

Physical requirements

The job may require moving and lifting objects weighing 35 lbs. as well as flights of stairs