

SECRETARY - TREASURER
(Fire Districts)

GENERAL STATEMENT OF DUTIES: Maintains custody of all records, papers and books and acts as fiscal officer for the fire district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Board of Fire Commissioners, incumbents perform a wide variety of clerical and financial recordkeeping functions as prescribed by law. This is a highly responsible position, calling for the use of independent judgment. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Attends all meetings of the Board of Fire Commissioners;

Keeps complete and accurate records of proceedings;

Prepares minutes of meetings;

Sends notices of regular and special meetings;

Receives all communications and bills and presents them at regular meetings;

Answers communications under direction of the Chairman, Board of Fire Commissioners;

Arranges for annual elections;

Receives and maintains custody of the funds of the fire district;

Deposits all incoming funds in the manner prescribed by law;

Disburses funds for the purposes authorized by the Board of Fire Commissioners;

Keeps district accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.;

Presents total accounting of moneys received and disbursed during fiscal year to Board at annual meeting and at any other time the Board may prescribe.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business practices, procedures and terminology; good knowledge of accounting principles and practices; ability to get along well with others; accuracy; honesty; dependability; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation and four years of business or clerical experience, two years of which shall have included accounting or financial recordkeeping responsibilities; or (b) a Bachelor's Degree in Business Administration, Accounting, or related field; or (c) a satisfactory equivalent combination training and experience sufficient to indicate ability to work.