

TREASURER - FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Board of Fire Commissioners, and working with the Fire Chief, the incumbent acts as the fiscal officer of the fire district, performing a wide variety of financial record keeping, accounting and disbursement functions as prescribed by law (see Town Law Section 177). This is a highly responsible position, calling for the use of independent judgment. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Receives and has custody of all 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 fire district accounts and all substantiating records and materials, such as receipts, orders, vouchers cancelled checks, etc.;

Presents total accounting of monies received and disbursed during the fiscal year to Board of Fire Commissioners at annual meeting, and at any other time the Board may prescribe;

Files a detailed statement of receipts and disbursements for the preceding fiscal year with the Board of Fire Commissioners, and submits an annual report as required under Section 30 of the General Municipal Law;

Develops, maintains, analyzes and issues reports on public budgets;

Processes payroll disbursements;

Facilitates annual audits with third-party auditors and ensures compliance with all applicable laws, policies and regulations governing the fire district's finances.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern accounting principles and practices, including experience in governmental accounting and auditing; good knowledge of modern business practices, procedures and terminology; good knowledge of modern payroll procedures; good knowledge of administering grant monies; ability to present information to the public accurately and in a clear manner; ability to get along well with others; tact; accuracy; honesty; dependability; good judgment; physical condition commensurate with the duties of the position.

DESIRABLE MINIMUM TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and four years of business experience, two years of which shall have included accounting responsibilities; or (b) a Bachelor's degree* in Business Administration, Accounting, Finance or related field; or (c) a satisfactory equivalent combination of the foregoing training and experience sufficient to indicate ability to do the work.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Fire Districts
J. C.: Exempt
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Job Class Code: 0077