



GATES FIRE DISTRICT



2355 Chili Avenue Rochester, New York 14624

Phone 585-426-2720 Fax 585-426-7444

www.GatesFD.org

Serving Territory in the Towns of Gates and Chili, N. Y.

JOB POSTING

Fire District Treasurer (Part Time)

The Gates Fire District is currently seeking an individual to fill the position of District Treasurer. This position will require the individual to receive and have custody of funds of the District. The Treasurer shall attend all meetings of the Board of Fire Commissioners. The Treasurer shall have duties pursuant to Section 177 of NYS Town Law. The Treasurer shall have such additional powers and perform such additional duties as the Board of Fire Commissioners may determine.

Candidates should have a minimum of 5 years of experience in the area of accounting services and an Associates or higher degree from an accredited university in accounting. CPA certification is a plus to this position. Persons applying for this position shall be proficient in accounting practices, QuickBooks, computer transactions, Microsoft Office specifically Excel and PowerPoint, budget preparations and presentation, understand the proper investment, disbursement of District funds per policy adopted by the Board of Fire Commissioners and the expedited deposit of all District monies coming into the Treasurer's possession. The salary for this position is commensurate based on previous experience and credentials.

Candidates for this position must be a resident of the Gates Fire District which includes the Town of Gates and a portion of the Town of Chili.

Interested candidates must submit their resume and a list of three references no later than 2:00 p.m. on Friday, June 29, 2018 to:

Shannon Moran
Gates Fire District
2355 Chili Ave
Rochester, NY 14624

For additional information visit our website at www.gatesfd.org

The Gates Fire District is an equal opportunity employer.

Fire District Treasurer

Duties and Responsibilities:

The fire district treasurer is appointed by the board of fire commissioners for a one year term ending on December 31 each year.

The treasurer receives compensation for the position as determined by the Board of Fire Commissioners.

The treasurer acts as the chief financial officer of the Fire District receives and has custody of all district funds subject to Town Law 177.

The treasurer shall pay all claims against the Fire District upon order by the Board of Fire Commissioners.

The treasurer shall assist in the preparation of the annual budget of the Fire District.

The treasurer shall administer, with the approval of the Board of Fire Commissioners, the procurement policies of the Fire District, including the accumulation of vouchers for payment and assuring proper supporting documentation is provided for each purchase as required by Board policy or otherwise.

The treasurer is responsible for maintaining all financial records, bank accounts, and financial reports of the district and paying all district bills upon order of the Board of Fire Commissioners.

The treasurer is required to take a constitutional oath of office.

The treasurer is responsible for placing all Fire District monies in a depository designated by the Board of Fire Commissioners.

The treasurer is responsible for investing monies of the Fire District when authorized by Board of Fire Commissioners.

The treasurer is responsible to account to the Board of Fire Commissioners all monies received and disbursed.

The treasurer is responsible to prepare and deliver an annual report to the Board of Fire Commissioners at the Annual Organizational Meeting of the Board of Fire Commissioners.

The treasurer is responsible to submit the books and records to Board of Fire Commissioners upon request.

The treasurer is responsible to prepare and file the annual financial with the Office of the State Comptroller and the Town.

Candidates shall:

Be a resident of the *1 Fire District.

Possess a working knowledge of Quick Books, MS Word & MS Excel.

Be willing to undergo training related to Fire District financial criteria at Fire District expense.

Attend all regular district meetings and provide monthly treasurer reports to the board of fire commissioners.

Possess sound communication skills.

Be of good character and bondable.

A person who has been convicted of arson in any degree shall not be eligible for appointment to the office of fire district treasurer.

Perform such other duties as identified by the Board of Fire Commissioners.