



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 District Funds subject to Section 177 of NYS Town Law. The treasurer is responsible 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. Attendance at Board of Fire Commissioners' meetings held 2x per month is expected.

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. A current CPA Certification a plus. Person applying shall be proficient in accounting practices, Quick Books along with Microsoft Office specifically Excel & PowerPoint. Budget preparations and presentation, understand the proper investment & disbursement of District Funds per policy adopted by the Board of Fire Commissioners. Expedited deposit of all District monies coming into the Treasurer's possession. The salary for this position is commensurate based on 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 Chili.

Interested candidates must submit their resume and a list of 3 references no later than May 3, 2021 to:

Charity Bontadelli
cbontadelli@gatesfd.org
Gates Fire District
2355 Chili Ave
Rochester, NY 14624

The Gates Fire District is an equal opportunity employer.



The Gates Fire District is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status or characteristic.

