

TREASURER, FIRE DISTRICT (APPOINTED)

DISTINGUISHING FEATURES OF THE CLASS: This is work of a moderately complex nature performing the work of a treasurer as prescribed in Article 11, Section 177 of Town Law of New York State and fulfills the requirement of Article 3, Section 30 of the General Municipal Laws of the State of New York. The incumbent acts as the fiscal officer of the fire district, performing a wide variety of financial record keeping, accounting and disbursement functions. The work is performed under the general supervision of the Board of Fire Commissioners. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and has custody of all funds of the fire district;
Deposits all incoming funds of the fire district in the manner prescribed by law;
Disburses funds for the purpose authorized by the board;
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 the board at the annual meeting and at any other time the board may prescribe;

Prepares financial reports for federal, state and local authorities, and fire commissioners as required by law and policies of the fire district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern accounting principles and practices; good knowledge of various laws relating to financial records of a fire district; ability to establish and maintain an effective relationship with the Board of Fire Commissioners, volunteer fire personnel, and the public; good judgment.

MINIMUM QUALIFICATIONS: Qualifications will be determined by the appointing authority.

NOTE: This position differs from a Fire District Treasurer (Elected) inasmuch as the latter is elected by the fire district voters for a three (3) year term and is in the unclassified service.