

PLEASE TAKE NOTICE The Hughsonville Fire District is currently accepting applications for the position of District Treasurer. Applicants should meet the following minimum requirements:

Responsible work keeping an accurate record of the finances of a Fire District. This work involves the performance of important bookkeeping work in accordance with prescribed procedures and entails responsibility for independently maintaining accounts in proper balance and for furnishing dependable financial statements. Employees of this class are under general supervision of a Board of Fire Commissioners which formulates policy and checks on work by means of periodic reports. Employees in this class must be bonded.

TYPICAL WORK ACTIVITIES: 1. Responsible for payroll; 2. Responsible for reconciling checkbook and checking account; 3. Makes deposits, draws checks; 4. Discusses accounting and financial problems with superiors; 5. Prepared reports and statements concerning district finances; 6. Performs a wide variety of clerical account keeping tasks; 7. May record payments according to name, address, amount and time of payment; 8. May submit a list of delinquent taxpayers to Board of Trustees; 9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods used in keeping financial accounts and records; good knowledge of the laws, regulations, procedures and policies as they relate to special district finances; ability to follow oral and written directions and to prepare correspondence, reports and other materials; integrity; good accounting judgement; good address; physical condition commensurate with the demands of the position.

RECOMMENDED QUALIFICATIONS: Graduation from high school and three (3) years of general business experience of which one (1) year shall have involved keeping or auditing financial records; or any combination of training and experience sufficient to indicate ability to do the work. Prior work experience with Quick Books and Microsoft Excel preferred.

This is a part time position requiring attendance at evening meetings at least twice monthly.

Qualified and interested persons should submit resume to:

Hughsonville Fire District

P.O. Box 545

Hughsonville, NY 12537

Or email: Secretary@hfd45.org

By December 13, 2018 with appointment to take place January 1, 2019.

Compensation to be determined based on experience. The holder of this position serves at the pleasure of the Board of Fire Commissioners and must be reappointed yearly.