

## COLDENHAM FIRE DISTRICT

### DISTRICT TREASURER POSITION VACANCY

PLEASE TAKE NOTICE: The Coldenham 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 issues with superiors; 5. Prepares reports and statements concerning district finances; 6. Performs a wide variety of clerical account keeping tasks; 7. Record payments according to name, address, amount and time of payment; 8. Coordinates with independent auditor for annual audit. 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 (fire) 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 is required. This is a part time position requiring attendance at evening monthly meetings and/or workshops. In accordance with NYS Town Law, preference will be given to qualified applicants who reside in the Coldenham Fire District. Compensation to be determined based on experience. Start date to be determined. The holder of this position serves at the pleasure of the Board of Fire Commissioners and must be reappointed yearly. Letter of interest and resume must be received no later than 7 p.m. on Monday August 12th, 2019. Qualified and interested persons should submit a letter of interest and resume to:

Coldenham Fire District  
P.O. Box 10595  
Newburgh NY 12552-0595  
or email: [chairman@coldenhamfd.org](mailto:chairman@coldenhamfd.org)