

# Verdoy Fire District

## Treasurer

### Vacancy

This position has overall responsibility for the preparation of all financial reports and maintenance of all financial records, books, accounts and documents of the Verdoy Fire District. The Treasurer shall attend all monthly and special meetings of the Board of Fire Commissioners and keep a complete and accurate record of all financial transactions and reports. This position is appointed and reports directly to the Board of Fire Commissioners. This is NOT a civil service job.

### Responsibilities

- Complies Monthly Treasurer's Report
- Complies all required reports to NYS, Federal Government and Agencies, Insurance carriers and the Board of Fire Commissioners
- Attends all fire district meetings
- Pays monthly bills
- Responsible for all accounting and banking functions including financial Request for Proposals
- Responds to financial fire district correspondence
- Prepares special reports as directed by the Board
- Prepares the Annual Financial Report (AUD) to NYS and Town of Colonie
- Works with auditors for annual audit
- Works closely with the District Secretary
- Prepares Annual Budget Report and all mandated State & local budget reports
- Length of Service Award Program Committee
- Conducts all other duties assigned by the Board of Fire Commissioners
- Sole Custodian of Foreign Fire Insurance funds
- Establishes and maintains all accounts including Reserve Funds
- Responsible for investment of all District funds
- Prepares payroll, files monthly, quarterly and annual reports

### Qualifications:

- Excellent oral and written communication skills
- Relevant experience in organizational management is preferred
- Proficiency in Microsoft Office, Excel and high degree of proficiency with Quick Books. Proficiency in Lotus a plus.
- Knowledge of capital financing for Fire Districts
- Experience with Governmental (Fund) Accounting
- Familiarity with investment initiatives and performance reports
- It is desirous although not required that the applicant be familiar with NYS Fire District rules and regulations
- Approximate hours per month 10. Additional time for year-end reporting and budgeting
- A computer and work space will be provided at the fire station although work may be done remotely
- A computer and software will be provided
- Must be able to be Bonded by the District's insurance carrier
- Preference will be given to Verdoy Fire District residents

### Compensation:

- Salary commensurate with qualifications and experience

### How to Apply:

- Interested candidates should send a cover letter and resume to the Verdoy Fire District, Attention: Commissioner Germaine, 988 Troy-Schenectady Rd, Latham, NY 12110. Copies of this posting are available under the Commissioners tab @ [verdoyfd.org/](http://verdoyfd.org/). If you have any questions please call the Fire District at (518) 785-7291.