

DEPUTY TREASURER - FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: As appointed by and under the supervision of the Board of Fire Commissioners, the incumbent is vested with all of the powers of, and may perform all the duties of the Treasurer – Fire District during periods of the Treasurer’s absence or inability to act (see Town Law Section 177-b). In this capacity, the incumbent performs a wide variety of financial record keeping, accounting and disbursement functions for the fire district as prescribed by law. The incumbent also assists the Treasurer in disbursement of funds, reconciliation of accounts, and financial reporting and preparation of the fiscal year report for presentation at the Board’s annual meeting. This is a highly responsible position, calling for the use of independent judgment. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

In the absence of incapacity of the Treasurer – Fire District, receives and has custody of all funds of the fire district;

Deposits all incoming funds in the manner prescribed by law;

Disburses funds for the purposes authorized by the Board of Fire Commissioners, unless such payments are otherwise authorized by law or agreement;

Assists the Treasurer – Fire District by keeping fire district accounts and all substantiating records and materials, such as receipts, orders, vouchers cancelled checks, etc.;

Assists the Treasurer – Fire District in preparing financial reports and account reconciliation of monies received and disbursed during the fiscal year, for presentation to the Board of Fire Commissioners at the annual meeting, or at any other time the Board may prescribe;

Assists the Treasurer – Fire District in preparing and compiling information for annual audits by outside independent auditors.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern accounting principles and practices; good knowledge of modern business practices, procedures and terminology; ability to get along well with others; tact; accuracy; honesty; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three years of business experience, two years of which shall have included accounting responsibilities; or (b) a Bachelor's degree in Business Administration, Accounting, Finance or related field; or (c) a satisfactory equivalent combination of the foregoing training and experience sufficient to indicate ability to do the work.