



Corning Joint Fire District Job Description Fire District Treasurer

Description:

The Treasurer is the fiscal officer for the Corning Joint Fire District (hereafter “CJFD”) and has custody over all funds of the joint fire district. The Treasurer’s statutory job duties are defined in Section 177 of NYS Town Law. The Treasurer may also have additional powers and perform such addition job duties as the determined and assigned by the Board of Fire Commissioners of the Joint Fire District (hereafter “the Board”).

The Treasurer for the CJFD is appointed annually by the Board for a one year term that ends on December 31st each year. The Treasurer is required to take a constitutional oath of office.

Job Duties:

The Treasurer of the CJFD:

1. Regularly attends meetings of the Board,
2. Assists in the preparation of the annual budget of CJFD,
3. Administers, with the approval of the Board, the procurement policies of CJFD, including the accumulation of vouchers for payment and assuring proper supporting documentation is provided for each purchase as required by Board policy or otherwise,
4. Files annual bond or undertaking with the Board and Corning Town Clerk,
5. Receives and has the custody of the funds of CJFD,
6. Disburses funds for authorized purposes when so ordered by resolution of the Board. Makes all such disbursements by check payable to the order of the proper person or entity,
7. Deposits and secures all funds within 10 days of receipt in CJFD’s bank/depository,
8. Files an annual financial statement with the Board, NYS Office of State Comptroller (“OSC”) and Corning Town Clerk by March 1st annually,
9. Submits such other periodic financials reports as required by the Board,
10. Completes a Real Property Tax Levy report on website of the OSC (for Real Property Tax Cap),
11. Cooperates with internal, external and OSC auditors,
12. Maintains a separate record of obligations of the CJFD,
13. Deposits and maintains bond funds and ensures that they are properly invested and used only bond purpose or to pay off bonds,
14. Properly maintains CJFD capital reserve funds: e.g.,
 - a. Maintaining separate account of funds, and
 - b. Ensuring a mandatory referendum is completed to create new accounts, and
 - c. Permissive referendums completed where required.

15. Certifies payroll with county civil service commission or department in accordance with Civil Service Law,
16. Other duties as determined and assigned by the Board.

Minimum Education and Experience Requirements:

Candidates shall have a High School diploma or GED. Preference will be given to candidates with an Associate's Degree or higher in Business Management and/or Accounting. Candidates must also have a minimum of 1 year experience in accounting, budget preparation, transactional processing of accounts receivable/payable, and cash management. Candidates must also be proficient in the use of Quickbooks (or other comparable financial accounting system) and Microsoft Excel and Word. In accordance with NYS law, may not also serve as a Fire Commissioner for the Joint Fire district and may not have a conviction of arson in any degree.