



TREASURER

The Corning Joint Fire District is actively seeking qualified candidates for the position of Treasurer. This is a part-time salaried position with a flexible work schedule. Duties include budgeting, preparation of financial reports including our annual AUD, administering CJFD procurement policies & procedures, management of account receivable/payable in accordance with NYS requirements and payroll.

Candidates need to have a high school diploma or GED. Preference will be given to candidates with an Associate Degree or higher in Business Management and/or Accounting. Candidates must have at least 1 year of experience in accounting, budget preparation, and transactional processing of accounts receivable preferably in a municipal or other governmental work environment. Proficiency in the use of Excel and Quickbooks (or other comparable financial accounting software) is required. Strong preference also given to candidates who are residents of the Corning Joint Fire District.

Interested candidates should submit a cover letter and resume to:

Corning Joint Fire District
Attn: David Shafer, Board Chairman
20 South Maple Street
Corning, NY 14830