

**Union Vale Fire District**  
**PO Box 21, Verbank, NY 12585**

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## **Job Title: Fire District Treasurer (Part-Time)**

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### **Position Summary**

The Union Vale Fire District is seeking a qualified and detail-oriented individual to serve as **Treasurer**. The Treasurer is responsible for the receipt, custody, disbursement, and accounting of all District funds, and for maintaining accurate financial records in accordance with New York State laws and regulations. The Treasurer reports directly to the Board of Fire Commissioners.

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### **Essential Duties and Responsibilities**

- Maintain complete and accurate financial records of all District receipts and expenditures.
  - Prepare and present monthly and annual financial reports to the Board of Fire Commissioners.
  - Process and record payments, deposits, and transfers as authorized by the Board.
  - Reconcile all bank statements and financial accounts on a regular basis.
  - Assist in the preparation of the annual budget and ensure expenditure remains within approved limits.
  - File all required financial reports and submissions with appropriate local and state agencies.
  - Responsible for maintaining complete financial oversight of all district-owned vehicles, including documentation, valuation, asset tracking, and fiscal activities related to the acquisition or sale of such vehicles.
  - Ensure compliance with applicable laws, regulations, and the policies of the Union Vale Fire District.
  - Attend one regularly scheduled monthly meetings of the Board of Fire Commissioners.
  - Maintain organized files and supporting documentation for all financial transactions.
  - Coordinate with the District's independent auditor and provide necessary financial documentation for annual audits.
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### **Qualifications**

- Prior experience in bookkeeping, accounting, or municipal finance preferred.
- Proficiency with QuickBooks Desktop and Microsoft Office (Excel, Word).
- Knowledge of New York State fire district financial requirements a plus.

- Strong attention to detail and accuracy.
  - Ability to work independently and maintain confidentiality.
  - Excellent organizational and communication skills.
  - ***This position is open to external candidates only. Company Members are not eligible to apply.***
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## **Compensation and Benefits**

- Salary Range: 10,000-12,000 per year
  - Part-time position: no medical or retirement benefits provided.
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## **Reports To**

Board of Fire Commissioners, Union Vale Fire District

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## **Application Instructions**

Interested applicants should send a resume to:

**Susan Tirante**  
Union Vale Fire District  
PO Box 21, Verbank, NY 12585