

Highland Fire District

Secretary-Treasurer

Summary of Position

This position provides Administrative and Fiscal support to the Board of Fire Commissioners and Fire Chief. This position answers to the Chairman of the Board of Fire Commissioners on a day to day basis.

Type of Position

Annual appointment by the Board of Fire Commissioners.

Hours

Attendance at Board meetings and public hearings outside normal working hours is required.

Hours commensurate on an as needed basis by the Fire District.

Duties

- A. Provide Administrative support to the Board of Fire Commissioners.
- B. Must file a constitutional Oath of Office with the Fire District and Town of Lloyd.
- C. Must execute and file an official undertaking.
- D. Maintain record of all investments and revenue of the Fire District
- E. Must adhere to the Fire District's Investment Policy and Procurement Policy.
- F. Maintain a complete record of each issuance of bond and notes when designated to do so.
- G. Receives and has custody of Fire District moneys and deposits all moneys in the official bank(s) in a timely manner. Transfer moneys as needed to accommodate payment of bills and ensure the best interest rates earnings. Maintain appropriate balances as authorized by the Board of Fire Commissioners.
- H. Reconcile bank statements.
- I. Submit a monthly financial report for all funds to the Board of Fire Commissioners. Submit any reports and analyses as requested by the Board of Fire Commissioners or Chief.
- J. Prepare all necessary materials for State and Independent audits.
- K. Prepare and submit the Annual Update Document to the Department of Audit and Control within sixty (60) days after the end of the fiscal year.
- L. Aid in the preparation of the Fire District's Annual Budget and present the proposed budget at the Annual Public hearing.
- M. Submit the Adopted budget to the Town of Lloyd as approved by the Board of Fire Commissioners.
- N. Prepare, maintain and submit other reports for Federal, State and Local agencies as required.

- O. Maintain confidentiality for all business related matters
- P. Interacts with volunteer staff, officers, Clerk and public on a regular basis.
- Q. The Secretary of the District is the Records Management Officer. Responsibilities include Maintaining all records of the district in accordance with the MU-1 Records Retention and Disposition Schedule.
- R. General Administrative duties shall include:
 - 1. Maintain files and records
 - 2. Must adhere to all Fire District Policies
 - 3. Performs other duties and special projects as assigned
- S. Responsible for posting of legal documents and notices when required, on website and in Newspapers.
- T. Responsible for the recording, transcription and distribution of minutes of meetings
- U. Responsible for preparing agenda
- V. Responsible for preparation of bid packages
- W. Responsible for payroll and accounts payable and receivable.

Qualifications:

- A. Must live in the Highland Fire District
- B. Must be 21 years of age or older
- C. (2) years' experience with a government agency, local government or school district
- D. Must have knowledge in Fire/ Emergency Services terminology
- E. Knowledge and use of Quickbooks or other financial computer software
- F. Knowledge and experience with the following Laws and regulations:
 - 1. General Municipal Law
 - 2. Town Law
 - 3. Local law
 - 4. Civil Service Law
 - 5. Freedom of Information law
 - 6. Employee Benefit Laws
 - A. Insurance
 - B. NYS Deferred Compensation Plan
 - C. Workers Compensation Insurance
 - 7. Federal and NYS Tax Laws
 - 8. Regulations of the NYS Comptroller
 - 9. Regulation of the NYS Department of Audit and Control
 - 10. NYS Accounting Rules, Yellow Book, NYS Governmental Accounting Standards
- G. Proficiency with general computer operations including programs such as Microsoft Word, Microsoft Excel, Microsoft Outlook and data base management software.
- H. Must have knowledge of the Freedom of Information Laws
- I. Must be able to meet reasonable deadlines for work projects
- J. Must have good communication skills and have a good command of the English Language. Ability to communicate effectively orally and in writing.

- K. Must be able to present a professional appearance and be well-groomed as well as present a professional demeanor at all times.
- L. Must demonstrate a propensity for accuracy and recognize inconsistencies in documents
- M. Knowledge and ability to maintain Grant applications and related financial records
- N. Ability to understand and apply directives issued by the Board of Fire Commissioners
- O. Knowledge of Bonding and financing procedures
- P. Must Maintain Confidentiality in all matters
- Q. Must be able to meet reasonable deadlines for work projects
- R. Must have a good command of the English language and be able to communicate effectively orally and in writing, as well as effectively give and receive verbal and written instructions.
- S. Must present a professional appearance and maintain a professional demeanor at all times, as well as have the ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- T. Ability to exercise sound judgment in evaluating situations and in making decisions.

Please submit resumes by December 31, 2018.

Resumes may be mailed to: Highland Fire District
PO Box 872
Highland, NY 12528

Resumes may also be emailed to the District Clerk at:
d.holzberger@highlandfiredistrict.org