

The Murray Joint Fire District is seeking an individual to fill the position of Treasurer. This paid position provides Administrative and Fiscal support to the Board of Fire Commissioners. The Treasurer answers to the Board of Fire Commissioners and is an annual appointment.

General Duties: Maintains custody of all financial records and paper as fiscal officer for the fire district. Under the supervision of the Board of Fire Commissioners, performs a variety of financial recordkeeping functions. Attends all meetings of the Board of Fire Commissioners and presents financial reports and presents the current bills to be paid. This person receives and maintains custody of the funds for 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, via manual checks. They keep district accounts and all substantiating records such as receipts, vouchers, cancelled checks, etc. Prepare documentation for the annual audit to independent auditors and the Annual Financial Report with the New York State Comptroller's Office. This person will provide guidance to the Board of Commissioners to ensure compliance with NYS Comptroller Guidelines and Compliance issues.

Requires: Good knowledge of QuickBooks and accounting principles and practices for non-profit/governmental entities. Proficient with computer operations such as Microsoft Word, Excel, and Outlook. Accuracy, honesty and dependability.

Minimum Training and Experience: Either (a) high school graduation and four years of business or clerical experience, two years shall have included accounting or financial recordkeeping responsibilities; or (b) a Bachelor's Degree in Business Administration, Accounting, or related field; or (c) a satisfactory equivalent combination training and experience.

Please submit resumes by June 3, 2025 to Murray Joint Fire District, Attn: Scott Harrington, P.O. Box 495, Holley, NY 14470. Resumes may also be emailed to jamering@mjfd.org or sharrington@mjfd.org