

Virgil Fire District is seeking a Virgil Resident to hire as District Treasurer

Treasurer must attend and prepare financials for bi-monthly meetings, occurring the first and 3rd Monday of each month.

Summary: The fire district treasurer is the fiscal officer of the fire district and receives and has custody of district funds. The treasurer keeps strict and accurate accounts of all money received by and disbursed for and on behalf of the district in permanent records. The Treasurer 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.

Candidate must 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.

Position is on the Virgil Fire District payroll at \$4440 annually. To Apply or get a copy of the full job description please contact:

The Virgil Town Clerk or

Virgil Fire District
1195 West State Road
Cortland, NY 13045
Attn: Bonnie Haines, District Secretary
Blhaines22@yahoo.com

