



**Virgil Fire District  
1195 West State Road  
Cortland, NY 13045**

**Job Description:** Fire District Treasurer

**Reports To:** Fire District Commissioners

**FLSA Status:** Non-Exempt

**Revised:** 9/26/2020

**Summary:** The fire district treasurer is the fiscal officer of the fire district and receives and has custody of district funds. The treasurer must also keep strict and accurate accounts of all money received by and disbursed for and on behalf of the district in permanent records. The Treasurer's statutory job duties are defined in Section 177 of NYS Town Law. The Treasurer may also have additional powers and perform such additional job duties as the determined and assigned by the Board of Fire Commissioners of the Virgil Fire District, also called VFD. 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.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Regularly attends meetings of the Board,
2. Assists in the preparation of the annual budget of VFD,
3. Administers, with the approval of the Board, the procurement policies of VFD, including the accumulation of vouchers for payment and assuring proper supporting documentation is provided for each purchase as required by Board policy or otherwise,
4. Receives and has the custody of the funds of VFD,
5. Receives all bills and presents them for approval with proper coding at each meeting,
6. Pays all bills as approved by the Board of Fire Commissioners. Maintains the accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.
7. Prepare payroll for any paid employees to include all necessary tax and withholding deposits and filings,
8. Disburses funds for authorized purposes when so ordered by resolution of the Board. Makes all such disbursements by check payable to the order of the proper person or entity,
9. Deposits and secures all funds within 10 days of receipt in VFD's bank/depository,
10. Files an AUD (Annual Update Document) with the Board, and NYS Office of State Comptroller ("OSC") by March 1st annually,



11. Submits such other periodic financials reports as required by the Board, makes recommendations of fund transfers,
12. Cooperates with internal and external auditors,
13. Maintains a separate record of obligations of the VFD,
14. Deposits and maintains bond funds and ensures that they are properly invested and used only for bond purpose or to pay off bonds,
15. Properly maintains VFD capital reserve funds: e.g.,
  - a. Maintaining separate account of funds, and
  - b. Ensuring a mandatory referendum is completed to create new accounts, and
  - c. Permissive referendums completed where required.
16. Prepare and distribute all W2s and 1099s annually,  
Presents total accounting of monies received and disbursed during fiscal year to the Board at the annual meeting and at any other time the Board may prescribe.
17. Reconciles bank statements,
18. Other duties as determined and assigned by the Board.

**Minimum Education and Experience Requirements:**

Candidates shall 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 also 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 (or other comparable financial accounting system) and Microsoft Excel and Word. In accordance with NYS law, may not also serve as a Fire Commissioner for the Fire district and may not have a conviction of arson in any degree.