



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

Treasurer must attend and prepare financials for monthly meetings, occurring the first and Monday of each month at 7:30 pm. They are also responsible for facilitating the annual independent auditing of the fire district with an accounting firm appointed by the district.

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. This position is responsible for paying all bills either online or by mail according to NYS Fire District guidelines and requirements, and processes payroll for the paid employees, including W-2's.

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 – typically paid monthly, plus a \$500 filing bonus paid at the completion of each annual audit.

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**