

SECRETARY TO BOARD OF FIRE COMMISSIONERS/FIRE DISTRICT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is work of a highly responsible nature involving a wide variety of clerical functions calling for the use of independent judgment, as well as a wide variety of financial record keeping/accounting/disbursing functions. Incumbent acts as the fiscal officer for a fire district. The work is performed under the general supervision of the Board of Fire Commissioners. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Attends all meetings of the Board of Fire Commissioners;
Keeps complete and accurate records of all proceedings;
Prepares minutes of the meetings;
Receives all communications and bills and present them at regular meetings;
Answers all communications under the direction of the Chairman;
Sends notices of regular and special meetings;
Copies various lists and other data;
Arranges for annual election;
Receives custody of all funds of the fire district;
Deposits all incoming funds in the manner prescribed by law;
Disburses funds for the purposes authorized by the Board;
Maintains the accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc. for the district;
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;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of accounting principles and practices; good knowledge of business practices, procedures and terminology; accuracy; ability to get along well with others; tact; honesty; dependability; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in Business Administration, Accounting, Finance or related field; or
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of business experience, two (2) years of which shall have included accounting responsibilities; or

c) An equivalent combination of training and experience
sufficient as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from
an institution accredited or recognized by the Board of Regents
of the New York State Department of Education as a post
secondary, degree-granting institution.