

Part-time Treasurer for the Board of Fire Commissioners, Town of Rush, NY

This position serves as Chief Fiscal Officer for the Rush Fire District.

- Responsible for the disbursement of all district funds, including payroll, using electronic payments; acts as liaison with the District's bank, auditor's, and the Town of Rush relative to receipt of tax revenue.
- Prepares the annual budget draft and works with the District's consultant to schedule meetings and review budget.
- Monitor and analyze financial activities and prepares monthly statements.
- Manage cash flow and investments for the Fire District, ensuring compliance with municipal financial regulations.
- May perform duties in connection with bonds and notes

Requirements: Education in Accounting, Finance or related field. Combination of Education and Experience will be considered. Experience with Quick Books a plus. Strong organizational skills, attention to detail, strong communication and interpersonal skills.

Rush resident preferred.

Please apply by sending your resume and cover letter to:

Kitty Stappenbeck or you may email same to

kstappenbeck@rushfiredistrict.org

Rush Fire District

1971 Rush Mendon Road

Rush NY 14543