

Jurisdictional Class: Pending Jurisdictional Classification (PJC)
Adopted: March 29, 2018
Revised: July 13, 2018

TREASURER – FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: As appointed by and under the general supervision of the Board of Fire Commissioners, the incumbent performs a wide variety of financial record keeping, accounting and disbursement functions for the fire district as prescribed by law. The incumbent acts as the fiscal officer for the fire district. This is a highly responsible position involving the exercise of independent judgment in performing the duties of the position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives and maintains 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 of Fire Commissioners;
Maintains the accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.;
Prepares, files, and distributes information on the yearly budget and financial reports;
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;
Uses computer applications, e-mail and database software in performing work assignments;
Performs a variety of related duties as required by the Board of Fire Commissioners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles and practices;
Good knowledge of office terminology, procedures, and equipment;
Ability to understand and follow complex oral and written directions;
Ability to make arithmetic computations accurately;
Ability to prepare and maintain accurate records;
Ability to type accurately;
Ability to write legibly;
Ability to get along well with others;
Sound judgment;
Dependability;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of business or clerical experience, two (2) years of which shall have included experience in maintaining financial accounts and/or auditing financial accounts and records; or

NOTE: College courses and/or related training can be credited for the required experience.