

The secretary-treasurer position is a role that combines the roles of secretary and treasurer who manages administrative tasks and financial matters within the department, maintains custody of all records, papers and books, prepares annual contracts and acts as fiscal officer for the fire department, as well as other related work as required. Under the supervision of the Fire Chief, incumbents perform a wide variety of clerical and financial recordkeeping functions as prescribed by law. This is a highly responsible position, calling for the use of independent judgment.

Essential Functions of the Secretary-treasurer:

- Attend all meetings of the Board of Directors (Typically two (2) times per year);
- Keeps complete and accurate records of Board Meetings.
- Prepare minutes of meetings.
- Sends notices of regular and special meetings.
- Answers communications under direction of the Fire Chief or Board of Directors
- Prepares and sends Annual Contracts.
- Receives and maintains custody of the funds of the fire department; Deposits all incoming funds in the manner prescribed by law.
- Disburses funds for the purposes authorized by the Board of Directors.
- Keeps department accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.
- Presents total accounting of moneys received and disbursed during fiscal year to the Board at annual meeting and at any other time the Board may prescribe.

Skills and Qualifications:

Good knowledge of modern business practices, procedures and terminology; good knowledge of accounting principles and practices; ability to get along well with others; accuracy; honesty; dependability; tact; good judgment; physical condition commensurate with the duties of the position.

Minimum Acceptable Training and Experience:

- a) High school graduation and four years of business or clerical experience, preferably two years of which shall have included accounting or financial recordkeeping responsibilities; or
- b) Degree in Business Administration, Accounting, or related field; or
- c) a satisfactory equivalent combination training and experience sufficient to indicate abilities in the position.