NOW HIRING: SECRETARY/TREASURER (appointed position)

Henrietta Fire District | Henrietta, New York

The Henrietta Fire District is seeking a highly organized, detail-oriented, and experienced professional to serve as Secretary-Treasurer. This position oversees the District's financial operations and provides administrative support to the Board of Fire Commissioners to ensure the effective management of District business. This position reports directly to the chairman of the Board of Fire Commissioners.

The ideal candidate will have a strong background in governmental accounting, excellent computer skills, and the ability to manage multiple responsibilities while maintaining accuracy, confidentiality, and compliance with applicable laws and regulations.

Required Qualifications

- **Residency:** Must be a resident of the fire district at the time of appointment/election and throughout the term of office. Position is appointed annually by the Board of Fire Commissioners.
- **Age and Citizenship:** Must be at least 18 years old. Must be a U.S. citizen.
- **Oath:** Must take and file the official constitutional oath of office and an undertaking/bond as required by law.
- **Disqualifications:** Any person convicted of arson in any degree is strictly ineligible for the office, and a treasurer convicted of arson during their term is immediately disqualified.
- **Computer Skills:** Proficiency in Microsoft Excel and QuickBooks is required.
- Strong understanding of accounting principles, financial reporting, reconciliations, and budget management. Previous governmental accounting experience is preferred.
- Excellent organizational, analytical, written and verbal communication skills.
- Ability to work independently, exercise sound judgment, maintain confidentiality and meet deadlines.

Key Responsibilities

Financial Management & Accounting

- Manage accounts payable and receivable, vendor records, invoices, payment processing, and financial documentation.
- Maintain and reconcile bank accounts, capital reserve accounts, and other District funds.
- Monitor cash flow, revenue, expenditures, investments, and account balances.
- Prepare monthly financial reports, annual Treasurer's reports, and other reports for the Board of Fire Commissioners.
- Maintain accurate financial records, accounting software, and supporting documentation.
- Coordinate financial activities with banks, vendors, the District's accountant, and other relevant parties.
- Evaluate anticipated spending needs and strategically invest available surplus funds.

Budgeting & Financial Planning

- Coordinate the annual budget preparation process in accordance with applicable New York State requirements and Office of the State Comptroller (OSC) guidelines.
- Prepare budget worksheets, financial projections, tax levy calculations, and supporting documentation.
- Analyze spending trends, budget variances, fund balances, reserves, and future capital needs.
- Prepare budget presentations, schedule budget meetings and hearings, and maintain compliance with required deadlines.

- Recommend budget adjustments and monitor expenditures to help maintain the District's financial stability.

Audits & Regulatory Reporting

- Process year-end reconciliations and provide financial records to the District's accountant.
- Assist accountants with annual financial reporting, annual audit preparation, and required financial disclosures.
- Maintain required reports and notices for distribution.
- Prepare applicable tax forms and maintain vendor tax documentation.

Board & Administrative Support

- Attend Board and committee meetings as required.
- Prepare meeting agendas, take minutes, distribute reports, and maintain official District records.
- Manage Board communications, public notices, and required website postings.
- Maintain records in accordance with applicable records retention requirements.
- Coordinate training records, documentation, and onboarding of newly elected commissioners.

Bidding, Elections & General Office Administration

- Coordinate bidding procedures, prepare bid notices and packages, and maintain bid records.
- Coordinate fire district elections, including required notices, candidate documentation, election records, and certification of results.
- Distribute incoming mail, records maintenance, and general office operations.
- Complete additional duties and special projects as directed by the Board of Fire Commissioners.

Preferred Qualifications

- Experience with municipal or special district financial operations.
- NYS Notary Certification required within 12 months.
- Familiarity with New York State fire district requirements, public budgeting, tax levy limitations, and governmental reporting.
- Experience with annual audits, managing public funds, maintaining financial software, and preparation of financial reports.

Salary: Salary range $70,000-$80,000. Salary is commensurate with qualifications and experience.

How to Apply

Qualified candidates should submit a resume and cover letter detailing experience, relevant skills, and qualifications for this position.

Resume submission: Email resumes to bschaeffer@henriettafire.com

Resume deadline: November 30, 2026

The Henrietta Fire District is an equal opportunity employer. Applications are being accepted from qualified candidates who meet the residency and experience requirements and are interested in supporting the District's financial accountability and public service mission.