Secretary/Deputy Treasurer

The Rush Fire District has an immediate opening for the position of Secretary/Deputy Treasurer.

This is an annually appointed position of approximately 17-20 hours per semi-weekly pay period and includes the following duties:

- Serves as the Records Management Officer for most District related documents
- Attends monthly evening meetings of the Board of Fire Commissioners, records meetings and creates meeting minutes
- Manages initial new member paperwork including background checks and initial physical
- Manages email for Fire Department members
- Sets up new member records in Red Alert software
- Manages employee files for laborers, setting up their email and record in Red Alert
- Liaison with Healthworks for annual coordination of Fire Department member physicals, secure maintenance of all corresponding paperwork
- Manages annual Commissioner election
- Manages annual inventory of firefighters' gear and ensuring Red Alert software is updated
- Reconciles bank reconciliation and reviews discrepancies with Treasurer
- Acts as Deputy Treasurer in the treasurers' absence, processing payment of invoices and acts as secondary point of contact with the bank

Experience

- Two - four years' experience in Office Management
- Combination of education and experience will be considered
- Strong organizational skills
- Excellent decision-making skills
- Strong communication and interpersonal abilities
- Knowledge of Microsoft Office and Google Docs
- Experience with QuickBooks a plus

Please send cover letter and resume to:
Kitty Stappenbeck, District Secretary,
1971 Rush Mendon Road, Rush, NY 14543.

Residents of Rush will be considered first.