

Office of the Board of Fire Commissioners
Bedford Hills Fire District
332 Bedford Road
Bedford Hills, NY 10507

BOARD MEMBERS

Joseph J. Lombardo, *Chairperson*
Howard Stern, *Vice-Chair*
Dominic A. Bueti
Dominick N. Bueti
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Diane Bancroft
Secretary

Barbara Guest
Treasurer

Job Posting

Treasurer to Bedford Hills Fire District

The Bedford Hills Fire District is seeking a part-time Treasurer for the Board of Fire Commissioners. This is a confidential and highly responsible position, calling for the use of independent judgement. The Treasurer will attend all meetings of the Board of Fire Commissioners and present a total accounting of monies received and disbursed during the fiscal year to Board of Fire Commissioners monthly, at the annual meeting and at any other time the Board may prescribe a budget presentation. The Treasurer will perform duties including but not limited to financial record keeping, receive and maintain custody of the funds of the Fire District, deposit all incoming funds in the manner prescribed by law, disburses funds for the purposes authorized by the Board of Fire Commissioners and keep Fire District accounts and all substantiating records, materials, such as receipts, orders, vouchers, and cancelled checks.

Minimum Qualifications: BA in Business Administration with a focus in accounting and five years of experience in Government Accounting, year-end financial reporting, audits and bonding with a strong knowledge of General Municipal Law, or a satisfactory equivalent combination of the foregoing training and experience sufficient to indicate ability to perform the work. The Treasurer must be detail-oriented and experienced in Microsoft Office and QuickBooks or other financial software. Salary will be commensurate with experience.

Please mail or email a resume, including three (3) references to Bedford Hills Fire District,
Board of Fire Commissioners, 332 Bedford Rd Bedford Hills, NY 10507 / ATTN: Treasurer Position OR
Via EMAIL: jlombardo@bedfordhillsfd.org

Resumes will be accepted until Friday April 8, 2022. Preference will be given to Bedford Hills Fire District residents who meet the minimum qualifications.
