



**Hartsdale Fire District**  
**300 West Hartsdale Ave**  
**Hartsdale, NY 10530**  
Phone (914) 949-2325 | Fax (914) 949-7629

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**Fire District Treasurer Job Posting**

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Nestled in the heart of New York's Hudson Valley, the Hartsdale Fire District provides a full range of emergency, planning, and prevention services to the residents and visitors of the Town of Greenburgh and greater Westchester County. Named the 9th Most Family-Friendly town in the nation by Fortune Magazine in 2023, the area offers ample recreation, shopping, and proximity to New York City. The fire district is seeking a qualified individual to join our team as Fire District Treasurer.

The Fire District Treasurer is a highly responsible position that involves a wide range of financial record-keeping, accounting, and disbursement functions. Under the supervision of the Board of Fire Commissioners and in collaboration with the Fire Chief, the Treasurer serves as the fiscal officer of the fire district, ensuring the proper management and custody of the district's funds.

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**Job Location:** Hartsdale, New York, with partial remote opportunity  
**Position Type:** Part Time, Approximately 20 hours per week  
**Salary Range:** \$50,000 to \$70,000, based on education and experience  
**Travel Required:** No  
**Date Posted:** 03/28/2025  
**Posting Expires:** 04/11/2025 at Noon (12:00 PM)

**Applications Accepted By:**

**HR Contact:** Raymond Maseda, Fire Chief  
**Email:** [chief@hartsdalefire.org](mailto:chief@hartsdalefire.org)  
**Fax:** (914) 948-2459  
**Subject Line:** District Treasurer Application

Prospective applicants should send a letter of interest and a resume to the contact information listed above. Please include any relevant certifications with your documents. The Fire District accepts documents via email, standard mail, and fax. Mailed items must be postmarked by April 11, 2025, to be considered.

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**Job Duties and Responsibilities:** Key responsibilities of the Fire District Treasurer include:

- Receiving and having custody of all funds of the fire district, depositing incoming funds as prescribed by law, and disbursing funds for authorized purposes when ordered by resolution of the Board of Fire Commissioners.

- Making disbursements payable to the entitled persons and filing necessary paperwork to obtain permits or secure refunds as per section 378-a of the Public Authorities Law.
- Present total accounting for all amounts of money received and disbursed during the preceding fiscal month at the District's board meetings, producing all books, records, receipts, orders, vouchers, and canceled checks or check images for examination as required by the Board. Additionally, the Treasurer must file a detailed statement of receipts and disbursements for the preceding fiscal year with the Board of Fire Commissioners and submit an annual report as required by Section 30 of the General Municipal Law.
- Develop, maintain, analyze, and report on public budgets.
- Process and arrange for employee payroll disbursements and required filings using a board-approved payroll system.
- Facilitate annual audits with third-party auditors and comply with all applicable laws, policies, and regulations governing the Fire District's finances.
- Perform other related duties as directed by the Board of Fire Commissioners.

### **Qualifications and Educational Requirements:**

- Minimum Requirements:
  - Graduation from high school or possession of a high school equivalency diploma and four years of business experience, two years of which shall have included accounting responsibilities, or
  - A Bachelor's degree in Business Administration, Accounting, Finance, or a related field, or
  - A satisfactory equivalent combination of the foregoing training and experience sufficient to indicate the ability to do the work.
- Desirable Qualifications
  - A solid understanding of GASB accounting principles and modern business practices, procedures, and terminology is desirable. Experience in New York government accounting, auditing, public presentations, payroll processing, and grant administration is preferred.
  - The Treasurer must possess the ability to get along well with others and demonstrate tact, accuracy, honesty, dependability, and good judgment.

### **Preferred Skills:**

The Treasurer should be proficient in various technologies and software, including:

- Accounting software (e.g., Intuit QuickBooks, Sage Intacct, Springbook)
- Third-party payroll systems (e.g., ADP, Paychex)
- Calendar, time and attendance, and scheduling software (TCP Products)
- Document management software (e.g., Adobe Acrobat)
- Electronic mail software (e.g., Microsoft Outlook)
- Spreadsheet and office productivity software (e.g., Excel, Office 365)
- Ability to use internet browser and network conferencing software (e.g., Microsoft Teams).