

## **DISTRICT TREASURER**

Greenville Fire District  
Town of Greenburgh, New York

### **Position Overview**

The Greenville Fire District seeks a highly qualified and detail-oriented **District Treasurer** to serve as the chief fiscal officer of the District pursuant to **New York State Town Law Article 11**.

Under the general supervision of the Board of Fire Commissioners, the Treasurer is responsible for the custody, receipt, accounting, investment, and lawful disbursement of all District funds. The Treasurer ensures full compliance with New York State statutes, Office of the State Comptroller (OSC) regulations, bond covenants, and District fiscal policies.

The Treasurer plays a critical role in safeguarding public funds, ensuring financial transparency, and supporting strategic fiscal planning for a \$14 million annual operating budget serving a combination fire department of approximately 40 career firefighters and 20+ volunteer members.

### **Statutory Responsibilities (Pursuant to NYS Town Law & OSC Guidance)**

The District Treasurer shall:

- Receive, deposit, and safeguard all District monies
- Maintain custody of District funds in authorized depositories
- Keep complete and accurate accounting records in accordance with:
  - New York State Town Law
  - Office of the State Comptroller (OSC) requirements
  - Governmental Accounting Standards (GASB)
- Disburse funds only upon proper authorization of the Board of Fire Commissioners
- Sign checks and execute lawful financial instruments on behalf of the District
- Maintain separate accounting for operating funds, capital funds, reserve funds, and debt service
- Ensure timely filing of all required annual and periodic financial reports with New York State
- Assist with the issuance and administration of debt obligations
- Provide financial records for independent audit

### **Core Financial Management Responsibilities**

#### **Budget & Financial Oversight**

- Assist the Board with preparation and administration of the annual operating and capital budgets
- Monitor expenditures to ensure compliance with adopted budget lines
- Process budget transfers and line-item increases in accordance with NYS law
- Monitor capital project expenditures
- Prepare and present monthly financial reports to the Board of Fire Commissioners
- Provide long-term financial planning and capital improvement support

#### **Accounting & Recordkeeping**

- Maintain complete financial records using governmental accounting standards
- Reconcile all District bank accounts and investment accounts
- Perform financial recordkeeping and general ledger management
- Oversee financial reporting systems and internal controls
- Maintain audit-ready financial documentation

## **Revenue & Disbursement Functions**

- Receive and deposit all revenues
- Process and sign checks
- Administer all disbursement functions
- Ensure proper authorization and documentation for expenditures
- Manage purchasing controls consistent with District policy

## **Debt & Compliance Oversight**

- Oversee Bond Compliance and continuing disclosure requirements
- Assist with issuance and management of:
  - Bond Anticipation Notes (BANs)
  - Tax Anticipation Notes (TANs)
  - Long-term debt instruments
- Monitor debt service schedules and ensure timely payments
- Ensure compliance with bond covenants and reporting requirements

## **State Reporting & Regulatory Compliance**

The Treasurer is responsible for timely and accurate submission of:

- Annual Financial Report (AFR/AUD) to the NYS Office of the State Comptroller
- Annual New York State Audit filings
- Facilities Annual External Audit coordination
- All other required New York State financial reporting
- NYSLRS (New York State & Local Retirement System) monthly reporting
- 457 Deferred Compensation processing (post-payroll administration)
- Employee benefit financial administration support

## **Payroll & Benefits Administration Support**

- Oversee payroll processes (in coordination with administrative staff or vendor)
- Administer retirement reporting and pension contributions
- Support Length of Service Award Program (LOSAP) reporting
- Ensure proper processing of 457 deferred compensation contributions

## **Investment Management**

- Manage District investments in accordance with:
  - NYS General Municipal Law
  - District Investment Policy
- Monitor cash flow and liquidity needs
- Ensure appropriate collateralization of District deposits

## **Audit & Financial Transparency**

- Coordinate and support the annual independent external audit
- Support facilities-specific annual audit requirements
- Implement audit recommendations
- Maintain strong internal controls to protect public funds
- Ensure public transparency in financial reporting

## **Qualifications**

## **Minimum Training & Experience**

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or related field
- Governmental or municipal accounting experience strongly preferred
- Knowledge of:
  - NYS Town Law (Article 11 – Fire Districts)
  - Governmental accounting standards (GASB)
  - OSC reporting requirements
  - Municipal budgeting practices
- Experience with municipal debt issuance and compliance preferred

## **Skills & Competencies**

- Strong understanding of municipal financial systems
- High attention to detail and regulatory compliance
- Ability to present financial information clearly to a governing board
- Excellent interpersonal and communication skills
- Ability to work collaboratively with:
  - Board of Fire Commissioners
  - Fire Chief
  - District administrative staff
  - External auditors and legal counsel
- Proficiency in Microsoft Windows and financial accounting software

## **Compensation & Structure**

Compensation commensurate with experience.

## **About the District**

The Greenville Fire District is one of three fire districts in the Town of Greenburgh, located in the Edgemont area of Westchester County, New York. The District operates as a combination department serving the community with both career and volunteer firefighters and administers an annual operating budget of approximately \$14 million.

## **How to Apply**

Interested candidates should submit a resume and letter of interest to [careers@FDGreenville.com](mailto:careers@FDGreenville.com)