



# NEW CASTLE FIRE DISTRICT NO. 1

Est. 1925

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Board of Fire Commissioners  
Post Office Box 64 • Chappaqua, New York 10514  
Website: [www.ncfd1.org](http://www.ncfd1.org) • Phone: 914-238-6287



**JOB POSTING**

**July 2022**

## **Treasurer to New Castle Fire District No. 1**

New Castle Fire District No. 1 is seeking a part-time, Treasurer to the Board of Fire Commissioners. This is a confidential and highly responsible position, calling for the use of independent judgment. The Treasurer will attend at all meetings of the Board of Fire Commissioners and present total accounting of moneys received and disbursed during fiscal year to Board at annual meeting and at any other time the Board may prescribe budget preparation. 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 district accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc. Minimum Qualifications: BA in Business Administration with a focus in Accounting and at least 5 years of experience in Government Accounting, year-end financial reporting, audits and bonding with a strong knowledge of General Municipal Law. The Treasurer must be detailed-oriented and experienced in Microsoft Word, Excel and QuickBooks. Annual salary of \$20,000. Please mail or email a resume, including three (3) references to New Castle Fire District No. 1, Attention Board of Commissioners, P.O. Box 64, Chappaqua, New York 10514 of [BOFC@NCFD1.org](mailto:BOFC@NCFD1.org). Resumes will be collected until Friday, August 26, 2022. Preference will be given to New Castle Fire District No. 1 residents that meet the minimum qualifications.