



Memo

June 14, 2017

To: Members – Henrietta Fire District

From: Barb Schaeffer, Secretary/Treasurer

Re: Part Time Treasurer Position

The Henrietta Fire District is looking to hire a part time Treasurer to work 20 hours per week, 52 weeks per year.

Position Information:

Location: Station 4 - 850 Bailey Road West Henrietta, NY 14586

Duties: Human Resources/Payroll, Accounts Payable, Record Retention,
Assist with -Budget, Audits, Bank Reconciliations, Elections,
Plus General Office Duties

Experience: 5 years of experience in HR or Office Management

Skills: Good oral & written skills, Knowledge of Quick Books, MS Excel/Word

Start Date: July 2017

Schedule: M-F, Days -Flexible

Salary: Contingent upon experience

Other: Background check is a requirement of this position

Candidates that are interested in applying for this position may contact me at bschaeffer@henriettafire.com with their resume.