

*District Fire Chief*

David Caswell

401-539-2229



**HOPE VALLEY-WYOMING**

**FIRE DISTRICT**

996 MAIN STREET

P.O. BOX 25

HOPE VALLEY, RHODE ISLAND 02832

TTY VIA RI RELAY@711

FAX (401) 539-9040

E-Mail: [chief@hvwnfd.org](mailto:chief@hvwnfd.org)

Website: [www.hvwnfd.org](http://www.hvwnfd.org)

*"This institution is an equal opportunity provider, and employer."*

## TREASURER POSITION VACANCY

**Job Title: District Treasurer**

**Location:** Hope Valley Wyoming Fire District, Rhode Island

**Application Deadline:** July 16, 2025

**Employment Type:** Part-Time/Hybrid

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### About Us

The Hope Valley Wyoming Fire District (HVWFD) is a dedicated public safety organization committed to protecting life, property, and the environment within our community. We provide fire protection, and fire prevention services to the residents and visitors of the Hope Valley and Wyoming areas of Rhode Island.

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### Position Summary

The District Treasurer is a key administrative officer responsible for the financial stewardship of the Fire District. This role includes managing all aspects of budgeting, accounting, payroll, financial reporting, and compliance with local and state financial regulations.

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### Key Responsibilities

- Maintain accurate financial records for all district funds and accounts.
  - Prepare annual budgets in coordination with the District Chief.
  - Monitor expenditures and provide regular budget reports to the Board of Directors.
  - Manage accounts payable and receivable, including vendor payments and invoicing.
  - Oversee payroll processing and related tax filings.
  - Prepare and present monthly and annual financial reports.
  - Ensure compliance with state and municipal financial policies and regulations.
  - Coordinate annual audits and support external auditors with required documentation.
  - Attend regular and special meetings of the Board of Directors, as needed.
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## Qualifications

- Bachelor's degree in accounting, finance, or related field (or equivalent experience).
  - Proven experience in bookkeeping, accounting, or financial management.
  - Proficiency in QuickBooks Online.
  - Strong knowledge of municipal or governmental accounting (preferred)
  - Excellent attention to detail, organizational skills, and integrity.
  - Ability to work independently and as part of the business office and maintain confidentiality.
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## How to Apply

Interested candidates should submit the following materials:

- A cover letter outlining relevant experience
- A current resume
- At least two professional references

Drop off at: Hope Valley Fire Station, 996 Main Street, Hope Valley, RI 02832

**OR**

Email application materials to:

**Chief@hvdfd.org**

Subject Line: *District Treasurer Application – [Your Name]*

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## Equal Opportunity Employer

The Hope Valley Wyoming Fire District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.