



# BONNET SHORES FIRE DISTRICT

Narragansett, Rhode Island 02882

*Established 1932*

## **Treasurer Role & Responsibilities**

1. Pre-requisite
  - a. A resident or taxpayer of the fire district (BSFD)
  - b. Living in or near BSFD most of the year to facilitate weekly/monthly tasks.
2. Experience
  - a. Working knowledge of QuickBooks and reports generated
  - b. Working knowledge of Microsoft Word and Excel
  - c. Background in financial data entry and bookkeeping
3. Duties
  - a. Work directly with the BSFD bookkeeper, Hogan Biz Solutions in Wakefield
  - b. Monthly review of the financial statements, bank reconciliations, BSFD receipts, vendor payments, and payroll
  - c. Deposit receipts and drop off slips to the bookkeeper.
  - d. Prepare and conduct an annual budget working session with an agenda and take minutes.
  - e. Prepare and conduct annual budget hearings and vote with agenda and taking minutes.
  - f. Follow OMA guidelines, working with the clerk and district manager to post on SOS and at the location of the meeting.
  - g. Attend and share the financial reports at monthly meetings.
  - h. Attend and share the financial reports at the annual meeting.
  - i. Work directly with the BSFD CPA
  - j. Work directly with the BSFD tax collector for tax collections and tax sales.
  - k. Reconcile tax revenue with the tax collector and their tax system.

130 Bonnet Shores Road, Narragansett, RI 02882



[www.bonnetshores.org](http://www.bonnetshores.org)



(401) 895-0099



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- l. Write checks back to taxpayers who overpaid.
  - m. Submit financial reports monthly to IT to be posted on the website.
  - n. Work with BSFD insurance company regarding property and workers' compensation insurance.
  - o. Reconcile harbor income.
  - p. Reconcile camp income.
  - q. Reconcile online registrations and payments.
4. Additional tasks assisting the bookkeeper and district manager.
- a. Assist with payroll and onboarding.
  - b. Assist with APRA requests regarding finances.
  - c. Assist with Grant applications regarding finances.
  - d. Store files in the community center.

Prepared by: Laurie McCarthy, BSFD Treasurer  
May 10, 2024

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