

Job Description: **Part-time Secretary/Treasurer** of the Avoca, WI, Rural Fire and EMS District
Location: 406 Main Street, Avoca, WI 53506
Wage: \$20.00 per hour
Hours: 8-10 per month — remote and in person
Apply by: **December 30, 2025 — start date January 2026**
Contact: Zorba, Member of the Avoca Rural Fire and EMS District Board
vzorba@mac.com and 608-999-3295

The Secretary/Treasurer of the Avoca Rural Fire and EMS District is responsible for maintaining the financial records and ensuring the proper handling of funds.

Key responsibilities include:

- Maintain custody of all records, papers, and books and act as the fiscal officer for the fire district.
- Prepare minutes of meetings, send notices, and maintain complete records of proceedings.
- Disburse funds for authorized purposes and ensuring timely payments for a very small number of accounts and payroll.
- Attend all Board meetings in person (4-5 annually) and ensure necessary communications and reports are ready for the meetings.
- Total hours 8-10 per month.

The Secretary/Treasurer must possess good knowledge of accounting principles, have good judgement and the ability to work well with others and be responsible.

Minimum acceptable training and experience include high school graduation with some business or clerical experience and/or a Bachelor's Degree in business administration, accounting or related field work.

Note: Some training will be provided by our retiring Secretary/Treasurer.