



**LINCOLN FIRE DISTRICT**  
**TOWN OF LINCOLN**  
INCORPORATED 2020

**Immediate opening: Full-time  
District Clerk for the Lincoln Fire District.**

Duties include preparing and submitting bi-weekly payroll to an external payroll service, preparing and submitting paperwork and payment for LFD members to the Employee Retirement System of Rhode Island, preparing for and attending monthly Board of Fire Commissioners' Meetings and taking meeting minutes, overseeing all aspects of the District's Annual Financial Meeting for Taxpayers, responding to Access to Public Records Requests, posting agendas and meeting minutes with the Secretary of State, preparing monthly bills for review and approval by the Board, assisting in collection of fire taxes and responding to taxpayer inquiries, maintaining and cataloging district records while building and executing a comprehensive records retention schedule, and general office/administrative duties as assigned.

Position reports to the Fire Chief (day-to-day) and the five-member Board of Fire Commissioners. Position also routinely collaborates with the District's Treasurer, CPA, Legal Counsel, Auditor, and Tax Collector.

Qualifications include payroll expertise, experience in municipal government, and familiarity with Open Meeting and Access to Public Records laws. Candidates must be a US Citizen or US-INS qualified for employment, pass federal and state background checks, and hold a valid driver's license. Candidates must have excellent communication, organizational and computer skills, must have the ability to successfully manage multiple recurring deadlines, and enjoy problem solving. An associate's degree in business or equivalent experience is desired. A competitive pay and benefits package is offered.

Please submit resume and letter of interest by March 11<sup>th</sup> at noon, to Robert S. Fisher, Chief of Department, Lincoln Fire District, P.O. Box 1, Lincoln, RI 02865 or email to [dbourgette@lincolnfdri.org](mailto:dbourgette@lincolnfdri.org).

