

Position Posting – Treasurer/Director of Finance December 2025

Delmar-Bethlehem EMS is looking for the right candidate to join the administration of our community-based emergency medical team. The preferred candidate will be a skilled accountant who can manage finance without detailed supervision.

Delmar-Bethlehem EMS is a not-for-profit 501(c)3 ambulance service with an annual operating budget of approximately \$2.5 million. The organization uses a hybrid staffing model of both volunteer and paid EMS responders and leaders to meet the needs of the Town of Bethlehem in Albany County, NY. Approximately sixty-five volunteers and additional contracted career EMTs annually respond to approximately 5,000 calls for medical assistance using six ambulances. The ideal candidate will be someone who can work collaboratively in a unique hybrid team model of volunteers and paid staff.

The Treasurer/Director of Finance is a part-time employee with a flexible schedule. The employee must have the ability to work with volunteers whose availability may not always be during standard business hours. Participation in one evening Board of Directors meeting per month is required.

Minimum Qualifications

- Bachelor's degree in finance, accounting, or a related field
- Five years of equivalent professional accounting/bookkeeping experience in a comparable organization required. Higher levels of education may be substituted for equivalent to meet minimum qualifications
- Experience with not-for-profit accounting practices, IRS 990 reporting, and not-for-profit auditing
- Ability to work in partnership with volunteer leadership
- Excellent oral and written communication skills.
- Computer literacy including QuickBooks Online, MS Word, Excel, PowerPoint, SharePoint, Zoom.
- Ability to quickly master Gusto payroll software and data reporting from EMS billing vendor required.

Preferred Qualifications

- Familiarity with emergency medical services, public safety organizations, and/or health care organizations

Duties and Areas of Responsibility

- Routine and On-Going

- Maintain QuickBooks Online transaction records, account reconciliation, journal entries, and adjustments
- Create monthly financial statements for operational leaders and the Board of Directors with observations and comments
- Routine bill paying and using Ramp software, checks, and credit card
- Manage cash flow and monitor revenue for bill paying and reserve funds
- Manage Gusto payroll software, employee on-boarding/off-boarding, bi-weekly payroll, and salary records
- Maintain banking relationships, manage deposits, and arrange periodic vehicle financing
- Manage IRA plan
- Annual
 - Serve as primary point of contact for annual independent audit
 - Works with outside accountant to prepare and file IRS 990
 - Prepare and file IRS 1099s
 - Participate in annual budget development with the Executive Director
 - Facilitate annual workers' comp audit

Position reports to the Executive Director and Board President. Current Treasurer/Director of Finance accomplishes required work in approximately eight to ten hours per week. Compensation package includes competitive salary and bonus potential. Starting annual salary range \$18,000 to \$22,000, commensurate with experience.

Send cover letter and resume to humanresources@delmarems.org. More information on DBEMS can be found at www.delmarems.org.