



Town of Ithaca Job Posting: Finance Officer

Town of Ithaca is recruiting for a full time major financial position which involves responsibility for the fiscal management activities for the Town. The Finance Officer has the authority and power to perform the duties of a chief auditing and accounting officer for the Town. The work involves responsibility for directing and maintaining the financial records of the Town in the manner prescribed by the New York State Department of Audit and Control, as well as insuring these record keeping activities are carried out in accordance with all applicable laws and regulations governing local governments. The Finance Officer must maintain a fiscal relationship with and is accountable to the NYS Comptroller's Office. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Direct supervision is exercised over finance staff. Supervision is exercised over the fiscal operations of the town through the analysis of required fiscal reports and in coordination with the management staff. Does related work as required.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive. **Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.**

SOME OF THE TYPICAL WORK ACTIVITIES:

Maintains and audits all financial records and accounts of all units of Town government charged with duties relating to funds of the Town;

Audits, maintains, and approves of all claims, accounts and demands that are lawful Town charges;

Provides and keeps a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;

Keeps separate accountings of each Town department and specialized funds;

Keeps and preserves all contracts for the furnishing of heat, light, telephone, supplies or other services;

Keeps a record of all bonded indebtedness and other loans in conjunction with the Town Clerk;

Manages or conducts the sale of bonds and notes;

Submits statements of Town finances to the Town Board;

Prescribes approved methods and forms for financial accounting and record keeping for all Town Departments;

Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the Town;

Provides, maintains and monitors a system of encumbrances;

Prepares The Town's annual budget in coordination with the management staff, Town Supervisor and Budget Committee;

Provides support and advice to the Budget Committee on fiscal matters;

Advises the Town Board on fiscal matters;

Reviews and approves State and Federal aid claims;

Conducts and transacts the investments of the Town monies;

Prepares the Finance office's annual budget proposal;

Prepares the Town's annual NYS Comptroller's Financial report;

Secures and coordinates the Town's annual Certified Financial Report;

Monitors budget appropriations to keep from being over drawn;

Coordinates all fiscal activities with the Town's management staff;

Complies with any applicable requirements under General Municipal Law, Town Law, Real Property Tax Law and Finance Law;

Annual filing of the continuing disclosure required by the SEC;

Assures yearly audit of Town Justice's dockets and accounting records;

Approves all purchases as the Town Purchasing Agent;

Authorizes, as provided by the Human Resources Manager, payment of salaries of officers and employees;

Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;

Advises and assists Bolton Point Water System with financial matters as requested.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Finance, Business Administration or related field, which must have included at least twelve credits in accounting **AND** five years of full time paid (or the equivalent part-time and or volunteer) experience in preparing and maintaining financial accounts and records which must have involved preparation of financial statements, two years of which must have been in a supervisory or management role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting, Finance, Business Administration or related field with at least 12 credit hours in accounting **AND** seven years of full time paid (or the equivalent part-time and or volunteer) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements, two years of which must have been in a supervisory or management role; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** completion of at least twelve credits of accounting from a regionally accredited or New York State registered college or university **AND** ten years of full time paid (or the equivalent part-time and /or volunteer) experience in preparing and maintaining financial accounts and records, two years of which must have been as supervisory or management role; **OR**
- d) Any equivalent combination of training and experience as described in (a), (b) or (c) above.

To apply, email cover letter and resume to jdrake@town.ithaca.ny.us

Also: File online application at <https://www.tompkinscivilservice.org/civilservice/apply/8436>

Filing deadline: open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721x115 or via email:

Jdrake@town.ithaca.ny.us

Civil Service Exam: Provisional appointment pending future exam

Salary Hiring Rate: \$96,740 -2024 hire rate based on 40 hour per week schedule

Office Location: Town Hall, 215 N. Tioga Street, Ithaca, NY

Benefits: Paid Holidays, Vacation, Sick and Personal time, Health and Life Insurance, NYS Retirement pension, free onsite parking. Optional programs: Dental and AFLAC insurance and Retirement 457b and Roth. Security of stable position with hours that allow for work life balance.