



Town of Ithaca Job Posting: Human Resources & Finance Specialist

Town of Ithaca is recruiting for a full time position that is primarily responsible for the receipt and processing of information required to prepare and process payroll but also includes a variety of other human resource, finance and clerical tasks. Routine, and at times, complex work involving performance of standard municipal accounting practices is required. Work is performed under general supervision of the Human Resources Manager and in collaboration with the Finance Officer and Deputy Finance Officer (Receiver of Taxes). Incumbent will also serve as Deputy Receiver of Taxes and assist with property tax collections.

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.

TYPICAL WORK ACTIVITIES (sampling):

- Assists with the administration of human resources, payroll, and employee benefit programs including health insurance, workers' compensation, retirement, disability insurance, deferred compensation, life insurance and unemployment benefits for employees, retirees and survivors;
- Assists with work performed by the finance office including accounts payable, accounts receivable, cash receipts, maintenance of the general ledger, bank reconciliations, budget monitoring and bank transactions;
- Utilizes various software modules related to personnel, finance, utility billing and tax collection in the performance of daily activities;
- Inputs payroll data and troubleshoots payroll runs prior to finalizing and distributing employee pay checks/stubs;
- Prepares biweekly, monthly, quarterly and annual payroll-related reports and forms including civil service, W2's, state and federal tax distribution, NYS retirement, Department of Labor, health insurance, support payments, garnishees, and union dues;
- Prepares, processes and maintains payroll record changes such as health insurance, retirement, taxes, to ensure accurate monthly billing and record keeping;
- Assists with balancing and auditing payroll records including various contract provisions calculating paid and fringe time;
- Assists with the review of a variety of documents such as claim forms, vouchers, invoices, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies and assist with verifying all calculations and codes on documents;
- Assist with accounts receivables including property tax collection and quarterly water and sewer collections.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Business or closely related field, **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Business or closely related field **AND** two years of full time paid (or the equivalent part-time and or volunteer) experience in a role relating to human resources, payroll, finance or accounting. **OR**
- (c) Graduation from High School or a High School equivalency **AND** four years of full time paid (or the equivalent part-time and or volunteer) experience in a role relating to human resources, payroll, finance or accounting, **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) or (c) above.

File online application at <https://www.tompkinscivilservice.org/civilservice/apply/9347>
Filing deadline: November 17, 2025

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

Posted 11/03/25: HR/JCD

Civil Service Exam: Provisional appointment pending future exam

Salary Hiring Rate: \$38.75 -2026 hire rate based on 37.5 hour per week

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.