



Town of Ithaca Job Posting: Deputy Finance Officer

Town of Ithaca is recruiting for a full-time position that supports and assists the Finance Officer. Incumbent will also serve as the Receiver of Taxes and manage annual property tax collections. The work involves utilizing Enterprise level financial systems that integrate the performance of daily accounting, procurement, financial management, payroll and human resource activities across all departments. Responsibilities include managing accounts receivables transactions (i.e. water and sewer payments, departmental income, grant funding, municipal aid) and accounts payable processes for all town expenditures. Basic supervision may be exercised over Deputy Receiver of Taxes and other finance-related staff. Successful candidates will be detail-oriented, show efficiency with Excel and other computer programs and are excellent at customer service.

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):

- Manage all townwide incoming cash, checks, and online payment activity, prepares daily deposits and maintains related receipts and records;
- Process water and sewer quarterly billing payments and annual reconciliation of unpaid utility bills;
- Prepare vouchers for audit of abstract. Print checks for payment and initiate ACH payments to vendors. Record pertinent information on all approved vouchers;
- Assists with reviewing all claims, accounts and demands to ensure they are lawful Town charges and to ensure budget appropriations aren't being over drawn;
- Interface with bank(s) to manage cash flow, account activity, and balance and reconcile bank accounts;
- Prepare, print, and distribute various financial reports;
- Utilizes an enterprise financial system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
- Maintains a system of internal controls necessary to safeguard public assets;
- Maintain separate accountings of each Town department and specialized funds;
Assist with tracking and making debt payments;
- Assists with reviewing all contracts for the furnishing of heat, light, telephone, supplies or other services;
- Assist with maintaining and monitoring a system of encumbrances;

As Receiver of Taxes:

- Reviews Town and County tax statements and tax warrant prior to mailing of tax bills;
- Mails property tax statements and In Lieu of statements;
- Collects taxes, records, reconciles and deposits money received;
- Serves notices on delinquent taxpayers;
- Posts and advertises public notices related to taxes;
- Distributes tax receipts to Town Supervisor and County Budget and Finance Office;
- Reconciles tax receipts received and prepares reports of unpaid taxes to the County and Town's Finance Officer

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Business or Public Administration or related field **AND two** years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts, **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree Accounting, Business or Public Administration or related **AND four** years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts. **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND five** years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records, **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/9612>

Include cover letter and resume with application

Filing deadline: June 22, 2026

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

jdrake@townithacany.gov

Civil Service Exam: Non-Competitive under NYS HELPS

Hourly Rate: \$38.75 -2026 hire rate based on 37.5 hour per week Monday- Friday 8 am -4 pm

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.