

## **Treasury Manager (NCP) Tompkins County**

**Department:** Comptroller/Finance  
**Classification:** Competitive  
**Labor Grade:** Management Grade 86  
**Approved:** Reclass 04/13/2016  
**By:** AG, Commissioner of Personnel

### **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position involving responsibility for maintaining the efficient and economical accounting management of the Treasury unit of the Tompkins County Finance Department. The incumbent works under the general direction of the Director of Finance and the Deputy Director of Finance and exercises wide latitude and independent judgment in planning, developing, directing and coordinating a broad range of financial programs and support services. This position is responsible for the general supervision of the unit clerical staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Promulgates formal policies which govern the operation of the unit, and prepares procedural manuals and guidelines for establishing routine business practices of the unit;
- Oversees the development of tax receivable and cash receipt systems;
- Oversees the serving of notice of foreclosure and tax sales on property owners;
- Responsible for arranging property auctions, conducting foreclosure and tax sales, and disposal of abandoned property;
- Presents testimony in court actions necessary to foreclosure proceedings;
- Oversees the preparation of legal advertisement notices regarding delinquent taxes;
- Works with the Director of Finance, the Deputy Director of Finance, and County Administrator's Office in planning cash use, developing a cash flow schedule, and investments;
- Maintains a calendar of legal tax deadlines and due dates;
- Compiles and reports statistical information;
- Oversees the preparation of monthly cash summaries;
- Prepares monthly investment report;
- Prepares journal entries for submittal to the Director of Finance and Deputy Director of Finance;
- Oversees the data input of returned taxes;
- Reviews quarterly room tax returns, prepares quarterly report and correspondence to delinquent filers;
- Responsible for filing and maintaining bankruptcies that include tax delinquencies;
- Serves as administrator on bank and investment accounts for various financial institutions;
- Interacts with officials from municipalities for the collection of taxes; such collection to include tax installments, tax delinquencies, and relevies;
- Oversees the billing and collection of taxes from Franchises and the State;
- Works with the Tompkins County Assessment Department, municipalities, and the Tompkins County Industrial Development Agency (TCIDA) for implementation of PILOT billings including an all-inclusive comprehensive worksheet for auditing purposes.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current principles and practices of business administration, banking, and accounting, including fund accounting;
- Thorough knowledge of property tax laws and general practices of real estate transactions;
- Working knowledge of assessment practices;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of statistical techniques, report preparation, budget preparation and expenditure control;
- Ability to prepare accurate correspondence and reports;
- Ability to plan, assign, and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Initiative, resourcefulness, accuracy, integrity, good judgment, courtesy, and tact are required;
- Good judgment and resourcefulness in solving complex administrative problems;
- The employee's physical condition shall be commensurate with the demands of the position.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

Originally created 04/13/16 (was previously Budget and Finance Manager)

T40.doc