

Deputy Finance Officer Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: E

Approved: 6/2019

Revised: 12/2024

By: HB, Deputy Commissioner of Human Resources

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 and records which must have involved preparation of financial statements **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in 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 and records, which must have involved preparation of financial statements; **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 combination of training and experience equal to or greater than that specified in (a), (b) or (c) above

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

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the Finance Officer who has the authority and power to perform the duties of a chief auditing and accounting officer for the Town. Incumbent will also serve as the Receiver of Taxes and manage the property tax collections. The work involves performing the day-to-day accounting and finance management duties including accounts receivable (including water and sewer payments) and accounts payable. Assist with insuring that financial reporting is maintained in accordance with GAAP and GASB promulgations and that all activities follow federal and state regulations and policies governing local governments. The incumbent is responsible for the maintenance of financial ledgers, production of financial statements and assists with the compilation of the annual financial reports. Work is performed in accordance with the policies of the Town Board, under the general supervision of the Finance Officer. There is moderate exercise of independent judgment and autonomy in carrying out details of the work. Basic supervision may be exercised over Deputy Receiver of Taxes and other finance-related staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Consolidate incoming cash and checks from various departments and other sources; prepare the daily deposit; prepare and maintain related receipts and records.
- Process water and sewer quarterly billing payments;
- Prepare vouchers for audit of abstract. Print checks for payment. Record pertinent information on all approved vouchers;
- Review and update special assessment rolls. Calculate tax rates for all special districts (based on flat fee, frontage, units, and acres);
- Interface with bank(s) to manage cash flow, and all accounts. Balance and reconcile bank accounts;
- Prepare, print, and distribute various financial reports;

- Assist with tracking and making debt payments;
- Maintains and audits all financial records and accounts of all units of Town government charged with duties relating to funds of the Town;
- Responsible for audits, maintains, and approves of all claims, accounts and demands that are lawful Town charges;
- Maintains a record keeping 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 the investment of idle Town funds;
- Assists with reviewing all contracts for the furnishing of heat, light, telephone, supplies or other services;
- Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the Town;
- Assist with maintaining and monitoring a system of encumbrances;
- Assist with the preparation of the Town's annual budget in coordination with the Finance Officer and Town Supervisor;
- May provide support and advice to the Budget Committee on fiscal matters;
- Assist with the preparation of the Finance office's annual budget proposal;
- May prepare the Town's annual NYS Comptroller's Financial report;
- May secure and coordinate the Town's annual Certified Financial Report;
- Monitors budget appropriations to keep from being over drawn;
- Assist with the preparation of annual Continuing Disclosure Requirements;
- Assist Town's management staff with fiscal activities;
- Complies with any applicable requirements under General Municipal Law, Town Law, Real Property Tax Law and Finance Law;
- Process and file 1099's at year-end;
- May oversee annual audit of Town Justice's dockets and accounting records;
- May authorize, as provided by the Human Resources Manager, payment of salaries of officers and employees;
- May assure payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;
- May submit statements of Town finances to the Town Board;
- Acts as in the absence of Finance Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Working knowledge of computerized accounting systems and the NYS Uniform System of Accounts
- Working ability to apply Government Accounting principles and practices;
- Working knowledge of computerized programs such as Microsoft Office Excel and Word programs;
- General knowledge of purchasing procedures; bond markets; and Town laws;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Good administrative and supervisory skills;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to follow and understand complex oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal courteously and effectively with the public, boards and committees, and other government officials;
- Initiative; integrity; resourcefulness; good judgement;
- Ability to maintain confidentiality;
- Physical condition commensurate with the demands of the position.

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Created 6/12/19