

Assistant Finance Manager (SCLIWC) Tompkins County

Department: Town of Ithaca

Classification: Competitive

Approved: 12/2023 by HB

Revised: 3/2024

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. 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, **AND** three year 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**

 2. 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 **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; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** seven years of full time paid (or the equivalent part-time and /or volunteer) experience in preparing and maintaining financial accounts and records; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the Finance Manager who has the authority and power to perform the duties of a chief auditing and accounting officer for the Commission. The work involves responsibility for performing difficult and responsible account keeping functions, ensuring 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 assists with Accounts Receivable, Accounts Payable and general clerical functions for the Commission, and assisting with the maintenance of financial ledgers, production of financial statements and the annual financial reports. This position works under the general direction of the Finance Manager with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the Finance Manager with directing, planning and coordinating the operations of the Administration Department;
- Assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
- Assist with the audit of varied accounts, claims and records and the preparation of reports thereon;
- Assists with receiving and accounting for large amounts of money in payment for a variety of bills, and related obligations;
- May assist in recommending, revising, systematizing and installing account keeping methods and procedures;
- Performs Accounts Payable, Accounts Receivable, bill processing and other finance functions of the Commission;
- Reconciles ledgers of revenue received with bank statements;

- Conducts correspondence in connection with financial matters;
- May perform the preparation of purchase orders and the securing of bids from vendors;
- Assist with maintaining and audits all financial records and accounts for the Commission;
- Performs accounting and financial record keeping procedures for the Commission;
- May be called on to perform water billing functions and record keeping procedures for the Commission;
- May prepare monthly and year-end financial statements and submits them to the Finance Manager;
- May assist with keeping a record of all bonded indebtedness and other loans;
- May assist with the preparation of the Commission's annual NYS Comptroller's Financial report;
- May assist with the preparation of the Commission's annual Certified Financial Report;
- May assist with the preparation of the annual budget.
- Researches and summarizes reports for the Finance Manager;
- Assist with the achievement of department and applicable organizational goals and objectives;
- Assist with the administrative needs of the Commission including attending meetings, preparing minutes, record keeping, and producing letters and reports as directed;
- May assist with the assembly of all documents in connection with Commission meetings;
- May assist with the compliance with records retention program;
- May assist with the implementation of programs requiring interdepartmental cooperation;
- Follows and ensures compliance with safety rules and general work regulations and policies;
- Operates a computer, calculator and other related office machines to perform data entry; types forms, form letters, transcripts, invoices, vouchers, records, payrolls;
- May act in the absence of the Finance Manager;
- Perform other duties as assigned.

KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures and equipment and business English;
- Ability to plan, assign and supervise the work of account keeping and clerical assistants;
- Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
- Ability to perform close, detail work involving considerable visual effort and concentration;
- Ability to operate a personal computer keyboard at an acceptable rate of speed;
- Integrity and good judgement in solving complex account keeping problems is required;
- 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 and ability to maintain confidentiality;
- The employees physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodation.

Originally Created 12/2023

A115