

FINANCE MANAGER (SCLIWC) Tompkins County

Department: Town of Ithaca
Classification: Competitive
Labor Grade: Town of Ithaca Grade of 8
Approved: 0
Revised: BP 11/12
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelors degree in Accounting, Finance, Business Administration or related field, which must have included at least twelve credits in accounting **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, two years of which must have been in a supervisory or management role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in Accounting, Finance, Business Administration or related field with at least 12 credit hours in accounting **AND** seven 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, two years of which must have been in a supervisory or management role; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** completion of at least twelve credits of accounting from a regionally accredited or New York State registered college or university **AND** ten years of full time paid (or the equivalent part-time and /or volunteer) experience in preparing and maintaining financial accounts and records, two years of which must have been as supervisory or management role; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

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

SPECIAL REQUIREMENT:

Must possess a valid NY State driver's license, at the time of appointment and throughout the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major administrative position, which involves responsibility for the fiscal management activities for the Commission. The work involves responsibility for directing and maintaining the financial records of the Commission in the manner prescribed by the New York State Department of Audit and Control, as well as, insuring these record keeping activities are carried out in accordance with all applicable laws and regulations governing local governments. The work requires maintaining a fiscal relationship and being accountable to the NYS Comptroller's Office. The Finance Manager works under the general direction of the General Manager, and Commission's Treasurer. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. The position is responsible for supervising the Administrative positions and functions of the Commission; including Accounts Receivable, Accounts Payable and general clerical functions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Directs the daily operation of the Administration Department;
Trains, directs, reviews, leads, makes staffing recommendations and supervises all personnel and activities of the Administration Department;
Maintains and audits all financial records and accounts for the Commission;
Organizes and supervises the administration of, and may be called on to perform, accounting and financial record keeping procedures for the Commission;
Organizes and supervises the administration of, and may be called on to perform, water billing functions and record keeping

procedures for the Commission;
Prepares monthly and year end financial statements and submits them to the General Manager and Commission;
Oversees IT systems regarding accounting and billing;
Keeps a record of all bonded indebtedness and other loans;
Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;
Prepares periodic reports to the General Manager and Commission on financial, information technology and administrative matters;
Responsible for preparing the Commission's annual NYS Comptroller's Financial report;
Responsible for securing and coordinating the Commission's annual Certified Financial Report;
Coordinates annual budget activities and presents draft budgets to the General Manager and Commission's Treasurer.
Researches and summarizes reports for the General Manager or Commission;
Responsible for Administrative Department budget compliance;
Assures the achievement of department and applicable organizational goals and objectives;
Responsible for the administrative needs of the Commission including attending meetings, preparing minutes, record keeping, and producing letters and reports as directed or required per Municipal Law;
Supervises the assembly of all documents in connection with Commission meetings;
Responsible for compliance with records retention program;
Collaborate with other department managers in development and implementation of programs requiring interdepartmental cooperation;
Follows and ensures compliance with safety rules and general work regulations and policies;
Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
Thorough knowledge of business arithmetic;
Good knowledge of purchasing procedures;
Good knowledge and ability to apply, Governmental budgetary principles and practices;
Working knowledge of municipal laws and state finance laws;
Working knowledge of computerized accounting software, spreadsheet and word processing applications;
Working knowledge of office terminology, procedures and equipment, including a networked computer system;
Good knowledge of administrative practices and procedures and supervisory skills;
Basic knowledge of bond markets;
Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
Ability to analyze management and fiscal reports resulting in the development and implementation of cost-effective enhancements;
Ability to prepare clear, concise reports relating to complex financial, budgetary and administrative matters;
Ability to communicate effectively by being clear and concise, orally and in writing;;
Ability to train, supervise, and coordinate the work of subordinate staff;
Ability to establish and maintain satisfactory working relationships with others;
Ability to understand and follow complex oral and written instructions;
Ability to pay close attention to details;
Ability to establish and maintain effective relationships with other agencies/entities, customers and the general public;
Initiative; integrity; resourcefulness; good judgment and ethical behavior;
The employee's physical condition shall be commensurate with the demands of the position.

Originally Created 12/07/2006

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