

FINANCE OFFICER - Town of Ithaca Tompkins County

Classification: Competitive

Labor Grade: H

Approved: TB 9/97

Revised: TB 7/01; 10/10; 8/20; 3/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Finance, Business Administration, Public 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, two years of which must have been in a supervisory or management role; **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** 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**
3. Graduation from High School or a High School equivalency **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**
4. Any equivalent combination of training and experience as described in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

1. Take and subscribe the constitutional oath of office, and file such in the Town Clerk's office before assuming any duties.
2. Able to be Surety Bonded.
3. Possess and maintain a valid driver's license and clear driving record throughout appointment.
4. Establish and maintain residency in Tompkins County or a contiguous County throughout the appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major administrative position which involves responsibility for the fiscal management activities for the Town. The Finance Officer has the authority and power to perform the duties of a chief auditing and accounting officer for the Town. The work involves responsibility for directing and maintaining the financial records of the Town 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 Finance Officer must maintain a fiscal relationship with and is accountable to the NYS Comptroller's Office. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Direct supervision is exercised over finance staff. Supervision is exercised over the fiscal operations of the town through the analysis of required fiscal reports and in coordination with the management staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and audits all financial records and accounts of all units of Town government charged with duties relating to funds of the Town;

Audits, maintains, and approves of all claims, accounts and demands that are lawful Town charges;

Provides and keeps a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;

Keeps separate accountings of each Town department and specialized funds;

Keeps and preserves all contracts for the furnishing of heat, light, telephone, supplies or other services;

Keeps a record of all bonded indebtedness and other loans in conjunction with the Town Clerk;

Manages or conducts the sale of bonds and notes;

Authorizes, as provided by the Human Resources Manager, payment of salaries of officers and employees;

Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;

Submits statements of Town finances to the Town Board;

Prescribes approved methods and forms for financial accounting and record keeping for all Town Departments;

Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the Town;

Provides, maintains and monitors a system of encumbrances;

Prepares the Town's annual budget in coordination with the management staff, Town Supervisor and Budget Committee;

Provides support and advice to the Budget Committee on fiscal matters;

Advises the Town Board on fiscal matters;

Reviews and approves State and Federal aid claims;

Conducts and transacts the investments of the Town monies;

Prepares the Finance office's annual budget proposal;

Prepares the Town's annual NYS Comptroller's Financial report;

Secures and coordinates the Town's annual Certified Financial Report;

Monitors budget appropriations to keep from being over drawn;

Coordinates all fiscal activities with the Town's management staff;

Complies with any applicable requirements under General Municipal Law, Town Law, Real Property Tax Law and Finance Law;

Assures yearly audit of Town Justice's dockets and accounting records;

Approves all purchases as the Town Purchasing Agent;

Advises and assists Bolton Point Water System with financial matters as requested.

FULL PERFORMANCE 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;

Working ability to apply Government Accounting principles and practices;

Working knowledge of computerized accounting software;

General knowledge of purchasing procedures; working knowledge of state finance laws; working knowledge of bond markets; good knowledge of 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.

Originally created 10/12/2010 as a result of a reclass of the Exempt Class Budget Officer title.

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