

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Deputy Director of Finance (Promotional)

SALARY: Hire Rate - \$55.57/hr / Work Rate - \$58.50/hr

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 12/12/24

THE FINAL DATE TO FILE APPLICATIONS: 12/27/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/28/24

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Tompkins County Finance is excited to offer a promotional opportunity for a finance department division leader that has been in their current position for at least 2 years. This is an upper-level management position that reports to the Director of Finance. Preference will be given to a candidate with strong government or fund accounting experience.

PROMOTIONAL QUALIFICATIONS:

This departmental promotion opportunity is limited to current employees of the Tompkins County Finance Department. Applicants must currently hold, and have continuously held, at least two years of competitive class status as a Director of Account Services, Treasury Manager or Purchasing Manager.

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

NOTES:

The employee is expected to have a commitment to and maintain evidence of continuing education throughout their career. Government accounting or fund accounting experience is a plus, but not necessary. CPA, CGFM, CMA, CPFO or related designations preferred but not required.

During the interview/selection process, the applicant should be able to affirm that they are skilled, trained, and experienced in at least *three* of the following competencies:

- Writing policies and procedures for Finance Department

- Banking & Investments for a municipality, including sending/receiving electronic payments
- Recording & Reporting of New York State Sales Tax – includes the receipting of sales tax and the distributions to the municipalities (cities, town, and villages)
- Fixed Assets Accounting & Reporting
- The Public Administration of Estates”

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Director of Finance is responsible for coordinating all of the various accounting activities of a municipal finance department. The work involves developing, implementing and overseeing the account-keeping activities of the office, supervising staff responsible, and independently performing some of the more challenging public sector account-keeping tasks. The work involves responsibility for insuring that all account-keeping activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies governing local governments. The incumbent must be willing to learn new software, and develop and adapt to new account-keeping systems and methods. The work is performed under the general direction of the Director of Finance and is not usually subject to more than the Director’s general administrative controls. In accordance with Public Officers law and the Tompkins County Charter, the Deputy Director of Finance has the power and authority to act for and in place of the Director in his/her absence. The employee is responsible for the direct supervision of staff of the Finance Department’s various operating units which consist of: Treasury, Purchasing, Accounting and Payroll. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides direct supervision to staff of the Finance Department’s various operating units which consist of: Treasury, Purchasing, Accounting and Payroll.
- Provides departments with information regarding the proper municipal accounting procedures;
- Provides information and reports relative to the proper utilization of Finance Department records;
- Develops, or assists the Director with developing, administrative policies of the Legislature;
- Learns new or existing software packages and implements new accounting procedures designed to ensure compliance with the latest municipal accounting practices and procedures;
- Supervises and trains staff on appropriate policies and procedures as related to the payroll and audit function;
- Oversees the various types of input and output of the department, which includes, but is not limited to: payroll entry, time card entry, accounts payable/receivable, etc.
- Maintains various forms, vouchers, payroll reports, audit reports, trial balances, financial statements and various other departmental reports;
- Prepares original written correspondence, annual statements, various governmental surveys, reports to various County departments regarding status of State advances;
- Assists in the preparation of the department’s annual budget;
- Assists County Administration in obtaining data for preparation of the larger County budget;
- Oversees journal entries to the general ledger made from board resolutions which include budget transfers and budget adjustments, claims made against Federal, State, and local governments and agencies, and other adjustments;
- Oversees accounting for some general ledger accounts involving State and Federal reimbursements;
- Develops and/or implements new accounting procedures necessary to deal with unusual accounting demands that arise in order to assure compliance with the requirements and regulations of various local and State agencies;
- Recommend hiring, firing, promotion, discipline of subordinates on the Finance Department staff;
- Assists in annual sale (auction) of property acquired from foreclosure on delinquent property taxes;
- Assists the Director of Finance in serving as Public Administrator over estates of deceased people;
- Coordinates upcoming debt issuances and the work involved with bond sales;
- Assists the Director of Finance in the accounting for the the Greater Tompkins County Municipal Health Insurance Consortium;
- Acts for and in place of the Director of Finance in his/her absence.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of modern public sector finance, including internal auditing, accounting and fiscal management;
- Thorough knowledge of modern account-keeping practices and terminology;
- Thorough knowledge of the terminology, practices and procedures of electronic accounting systems;
- Good knowledge of the principles and practices of supervision;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business English, grammar usage and punctuation;

- Good knowledge of Federal, State and local laws and regulations that affect the accounting practices of local governments;
- Excellent communication skills
- Familiarity with spreadsheets (e.g., Microsoft Excel) and word processing software (e.g., Microsoft Word)
- Ability to develop, effectively implement and maintain accounting systems and procedures in conformance with all applicable laws, rules and regulations;
- Ability to comprehend, analyze and develop procedures to deal with unusual or complex accounting problems;
- Ability to comprehend and analyze problems in the input and output of computer information;
- Ability to understand and carry out complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Ability to plan, assign and supervise the work of others;
- Honesty, integrity, initiative, resourcefulness, accuracy, good judgment, tact and courtesy are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â-

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850