

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
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**

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**TITLE:** FINANCE OFFICER - Town of Ithaca

**EXAM NO:** 89432010

**SALARY:** \$96,740

**LOCATION:** Town of Ithaca

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 03/01/25

**ISSUE DATE:** 12/24/24

**THE FINAL DATE TO FILE APPLICATIONS:** 01/23/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/02/25

**RESIDENCY WAIVED**

**Location of Position:**

There is currently one vacancy in the title of Finance Officer located at the Town of Ithaca. The eligible list resulting from this examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**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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## **COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

### **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### **General accounting**

These questions test for knowledge of the general accounting principles and practices used in the preparation of financial statements, in the recording and reporting of financial transactions, and in financial decision-making. Candidates will be required to demonstrate a current knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of computerized information systems as it applies to accounting may be required.

### **General auditing**

These questions test for knowledge of the principles and procedures involved in substantiating and examining transactions and financial statements. It will require a knowledge of auditing techniques and Generally Accepted Auditing Standards (GAAS). Knowledge of the use of computerized accounting or auditing systems as it pertains to auditing may be required. Questions relating to internal controls applicable to manual and computerized accounting systems may be included.

### **Governmental accounting**

These questions test for knowledge of the accounting practices employed to provide financial information used in determining and forecasting the condition of governmental units, and used for monitoring governmental performance, in terms of legal, contractual and fiduciary requirements. These questions will test for knowledge of and familiarity with common governmental funds, appropriation and encumbrance accounting, accounting for revenue and expenditures, and other aspects of accounting relating to the governmental sector.

### **Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and

revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

### **Test Guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## 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