

Deputy Finance Officer Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: E

Approved: 6/2019

Revised: 12/2024; 3/2026

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, Business or Public Administration or related field **AND** two years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts; **OR**
2. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting, Business or Public Administration or related **AND** four years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts; **OR**
3. Graduation from High School or a High School equivalency diploma **AND** five years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position supports and assists the Finance Officer who functions as the chief auditing and accounting official for the Town. Incumbent will also serve as the Receiver of Taxes and manage annual property tax collections. The work involves utilizing Enterprise level financial systems that integrate the performance of daily accounting, procurement, financial management, payroll and human resource activities across all departments. Responsibilities include managing accounts receivables transactions (i.e. water and sewer payments, departmental income, grant funding, municipal aid) and accounts payable processes for all town expenditures. Assist with ensuring that financial records are maintained in accordance with current GAAP and GASB procedures. All activities must follow federal and state regulations and policies governing local governments. The incumbent is responsible for the maintenance of financial ledgers, production of financial statements and assists with the compilation of the annual financial reports. Work is performed in accordance with the policies of the Town Board, under the general supervision of the Finance Officer. There is moderate exercise of independent judgment and autonomy in carrying out details of the work. Basic supervision may be exercised over Deputy Receiver of Taxes and other finance-related staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Manage all townwide incoming cash, checks, and online payment activity, prepares daily deposits and maintains related receipts and records;
- Process water and sewer quarterly billing payments and annual reconciliation of unpaid utility bills;
- Prepare vouchers for audit of abstract. Print checks for payment and initiate ACH payments to vendors. Record pertinent information on all approved vouchers;

- Assists with reviewing all claims, accounts and demands to ensure they are lawful Town charges and to ensure budget appropriations aren't being over drawn;
 - Interface with bank(s) to manage cash flow, account activity, and balance and reconcile bank accounts;
 - Prepare, print, and distribute various financial reports;
 - Utilizes an enterprise financial system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
 - Maintains a system of internal controls necessary to safeguard public assets;
 - Maintain separate accountings of each Town department and specialized funds;
 - Assist with tracking and making debt payments;
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- Assist with the investment and recordings of idle Town funds;
 - Assists with reviewing all contracts for the furnishing of heat, light, telephone, supplies or other services;
 - Assist with maintaining and monitoring a system of encumbrances;
 - Prepare and review reports to assist with the preparation of the Town's annual budget in coordination with the Finance Officer and Town Supervisor;
 - May provide support and information to the Budget Committee on fiscal matters;
 - Complies with any applicable requirements under General Municipal Law, Town Law, Real Property Tax Law and Finance Law;
 - Assist with year-end processing including filing 1099's;
 - May assist Human Resources with payment of salaries of officers and employees;
 - May assist Human Resources as a backup for payroll and other processes;
 - May submit statements of Town finances to the Town Board;
 - May prepare the Town's NYS Comptroller's Annual Financial report;
 - May secure and coordinate the Town's annual Certified Financial Report;
 - May oversee annual audit of Town Justice's dockets and accounting records;
 - Acts as in the absence of Finance Officer.

As Receiver of Taxes:

- Reviews Town and County tax statements and tax warrant prior to mailing of tax bills;
- Mails property tax statements and In Lieu of statements;
- Collects taxes, records, reconciles and deposits money received;
- Serves notices on delinquent taxpayers;
- Posts and advertises public notices related to taxes;
- Distributes tax receipts to Town Supervisor and County Budget and Finance Office;
- Reconciles tax receipts received and prepares reports of unpaid taxes to the County and Town's Finance Officer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Working knowledge of computerized accounting systems and the NYS Uniform System of Accounts;
- Working ability to apply Government Accounting Principles and Practices;
- Advanced knowledge and skill in the use of computerized programs such as Enterprise Financial Systems, Microsoft Office Excel, Word, and Outlook;
- General knowledge of purchasing procedures; and New York State 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;

- Demonstrates initiative; integrity; resourcefulness; good judgement;
- Ability to maintain confidentiality;
- Physical condition commensurate with the demands of the position.

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