

# **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**

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**TITLE:** Assistant Finance Manager (SCLIWC)

**SALARY:** \$30.90 per hour

**TYPE OF EMPLOYMENT:** full time

**ISSUE DATE:** 03/22/24

**THE FINAL DATE TO FILE APPLICATIONS:** 04/14/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 04/15/24

**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.

This position is at the Bolton Point Water System, 1402 East Shore Drive, Ithaca. The position assists the Finance Manager with finance related functions and works with and backs up the Sr Account Clerk Typist who maintains the water billing system.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's degree in Accounting, Finance, Business Administration or related field, **AND** three year of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records which must have involved preparation of financial statements; **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** 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; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** seven years of full time paid (or the equivalent part-time and /or volunteer) experience in preparing and maintaining financial accounts and records; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position assists the Finance Manager who has the authority and power to perform the duties of a chief auditing and accounting officer for the Commission. The work involves responsibility for performing difficult and responsible account keeping functions, ensuring that financial reporting is maintained in accordance with GAAP and GASB promulgations and that all activities follow federal and state regulations and policies governing local governments. The incumbent assists with Accounts Receivable, Accounts Payable and general clerical functions for the Commission, and assisting with the maintenance of financial ledgers, production of financial statements and the annual financial reports. This position works under the general direction of the Finance Manager with moderate latitude allowed for the exercise of independent judgment in implementing the work assignments. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists the Finance Manager with directing, planning and coordinating the operations of the Administration Department;
- Assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
- Assist with the audit of varied accounts, claims and records and the preparation of reports thereon;
- Assists with receiving and accounting for large amounts of money in payment for a variety of bills, and related obligations;
- May assist in recommending, revising, systematizing and installing account keeping methods and procedures;
- Performs Accounts Payable, Accounts Receivable, bill processing and other finance functions of the Commission;
- Reconciles ledgers of revenue received with bank statements;
- Conducts correspondence in connection with financial matters;
- May perform the preparation of purchase orders and the securing of bids from vendors;
- Assist with maintaining and audits all financial records and accounts for the Commission;
- Performs accounting and financial record keeping procedures for the Commission;
- May be called on to perform water billing functions and record keeping procedures for the Commission;
- May prepare monthly and year-end financial statements and submits them to the Finance Manager;
- May assist with keeping a record of all bonded indebtedness and other loans;
- May assist with the preparation of the Commission's annual NYS Comptroller's Financial report;
- May assist with the preparation of the Commission's annual Certified Financial Report;
- May assist with the preparation of the annual budget.
- Researches and summarizes reports for the Finance Manager;
- Assist with the achievement of department and applicable organizational goals and objectives;
- Assist with the administrative needs of the Commission including attending meetings, preparing minutes, record keeping, and producing letters and reports as directed;
- May assist with the assembly of all documents in connection with Commission meetings;
- May assist with the compliance with records retention program;
- May assist with the implementation of programs requiring interdepartmental cooperation;
- Follows and ensures compliance with safety rules and general work regulations and policies;
- Operates a computer, calculator and other related office machines to perform data entry; types forms, form letters, transcripts, invoices, vouchers, records, payrolls;
- May act in the absence of the Finance Manager;
- Perform other duties as assigned.

### **KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of office terminology, procedures and equipment and business English;
- Ability to plan, assign and supervise the work of account keeping and clerical assistants;

- Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
- Ability to perform close, detail work involving considerable visual effort and concentration;
- Ability to operate a personal computer keyboard at an acceptable rate of speed;
- Integrity and good judgement in solving complex account keeping problems is required;
- 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 and ability to maintain confidentiality;
- The employees physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodation.

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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.

**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