

Human Resources & Finance Specialist Tompkins County

Department: Town of Ithaca
Classification: Competitive
Approved: 9/2025
Revised: 11/2025
By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in business or closely related field; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in business or closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a role relating to human resources, payroll, finance or accounting; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a role relating to human resources, payroll, finance or accounting; **OR**

(d) Any combination of education, training and experience equal to or greater than that described 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 is primarily responsible for the receipt and processing of information required to prepare and process payroll but also includes a variety of other human resource, finance and clerical tasks. Routine, and at times, complex work involving performance of standard municipal accounting practices is required. Work is performed under general supervision of the Human Resources Manager and in collaboration with the Finance and Deputy Finance Officers. Incumbent will also serve as Deputy Receiver of Taxes and assist with property tax collections. There is moderate exercise of independent judgment and autonomy in carrying out details of the work, referring difficult or unusual problems to the supervisor as needed. Supervision may be exercised over the work of interns, project assistants or temporary clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists with the administration of human resources, payroll, and employee benefit programs including health insurance, workers' compensation, retirement, disability insurance, deferred compensation, life insurance and unemployment benefits for employees, retirees and survivors;
- Assists with work performed by the finance office including accounts payable, accounts receivable, cash receipts, maintenance of the general ledger, bank reconciliations, budget monitoring and bank transactions;
- Utilizes various software modules related to personnel, finance, utility billing and tax collection in the performance of daily activities;
- Inputs payroll data and troubleshoots payroll runs prior to finalizing and distributing employee pay checks/stubs;
- Prepares biweekly, monthly, quarterly and annual payroll-related reports and forms including civil service, W2's, state and federal tax distribution, NYS retirement, Department of Labor, health insurance, support payments, garnishees, and union dues;
- Prepares, processes and maintains payroll record changes such as health insurance, retirement, taxes, to ensure accurate monthly billing and record keeping;

- Assists with balancing and auditing payroll records including various contract provisions calculating paid and fringe time;
- Assists with the review of a variety of documents such as claim forms, vouchers, invoices, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies and assist with verifying all calculations and codes on documents;
- Assist with accounts receivables including property tax collection and quarterly water and sewer collections;
- Completes requests for wage and employment verification for retirement system, banks and other lending institutions;
- Maintains a computerized database of employee attendance and provides regular notification to all employees of paid time off leave;
- Contacts clients, vendors, etc. to obtain additional information as necessary;
- Files and maintains all related records as related to processing of payrolls, invoices, vouchers, bills, correspondences;
- Assists with comparative salary and benefit data for various surveys, reports and collective bargaining;
- Assists with orientations for all employees to review benefits and annual open enrollments;
- Prepares confidential materials regarding employee wages and benefits for negotiations purposes;
- Assists with the preparation of salary and benefit notices for all employees;
- Assist with training and development opportunities, safety coordination and other employee related programs;
- Assist employees in understanding the terms and conditions of employment as specified in negotiated collective bargaining agreements;
- Assist with vacancy notices and advertising for vacancies;
- Process data either for computer or other records, and operates calculator, and other related office equipment;
- Prepares forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda;
- May assist with following up with various insurance carriers and/or providers on unique or difficult cases;
- Assists with Employer of Record agencies needs;
- Attends committee meetings and/or external meetings with outside entities with or for the Human Resources Manager as requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in keeping and checking financial payroll and accounts payable records and accounts;
- Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
- Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
- Good knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Good knowledge of computerized accounting systems and the NYS Uniform System of Accounts
- Ability to apply Government Accounting principles and practices;
- Good knowledge of computerized programs such as Microsoft Office Excel and Word programs;
- Good knowledge of office terminology, procedures, equipment and business English;
- Good knowledge of Federal, State, and local laws, rules and regulations regarding payroll preparation;
- Ability to operate personal computer with great accuracy (speed is not critical);
- Ability to perform close, detailed work involving considerable concentration;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to understand and interpret complex oral and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
- Tact, confidentiality, integrity and good judgment in solving complex account keeping problems are all required personal characteristics;
- The employee's mental and physical condition shall be commensurate with the demands of the position.

