

## Treasury Analyst Tompkins County

**Department:** Comptroller/Finance

**Classification:** Competitive

**Labor Grade:** Confidential 63

**Approved:** 11/2025

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, Economics, Finance, Public Administration or related field **AND** two years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
2. Graduation from a regionally accredited or New York State registered two-year university with an Associate's degree in Accounting, Business Administration, Economics, Finance, Public Administration, or related field **AND** five years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
4. Any combination of education, training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

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

The Treasury Analyst performs professional and technical work in support of the County's treasury, cash management, and investment operations. Under the general supervision of the Treasury Manager, the incumbent assists in monitoring, analyzing, and reporting on County cash flow, investments, bank reconciliations, and property tax activities. An incumbent in this class provides routine support to the Treasury Manager and serves as a backup for all Treasury functions. The position involves analytical and administrative tasks related to the review and maintenance of treasury and banking records, the development and maintenance of banking relationships, and participation in the creation and implementation of treasury and investment policies and procedures. The work requires accuracy, discretion, and sound professional judgment in handling complex and confidential financial information. The incumbent exercises independent judgment within established policies and guidelines and may provide directions and supervision to clerical staff in the absence of the Treasury Manager. The Treasury Analyst performs all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Assists with the development of tax receivable and cash receipt systems;

Assists the Treasury Manager with the serving of notice of foreclosure and tax sales on property owners;

Works with the Director of Finance and necessary Finance Leadership in planning cash use, developing a cash flow schedule, and investments;

Prepares journal entries for submittal to the Director of Finance or delegated individuals;

Compiles and maintains statistical data and reports related to treasury operations, investments, and collections;

Assists the Treasury Manager in managing daily cash flow, monitoring bank balances, transfers, and investment of available funds to maximize earnings and ensure liquidity;

Assists with the preparation of monthly investment reports, cash summaries, and other necessary financial reports for review by the Treasury Manager and submission to the Director and Deputy Director of Finance;

Produces any other reports, projections and analyses as directed by the County Finance leadership team;

Assists Treasury Manager with officials from municipalities for the collection of taxes; such collection to include tax installments, tax delinquencies, and relieves;

Researches and analyzes interest rates, investment options, and yield performance of certificates of deposit, Treasury securities, and other permitted investments;

Prepares and analyzes bids to banks for CD's and other investments. Ensures the investing of cash is done responsibly, transparently, and with regards to safety and responsible fiscal management for the taxpayers of Tompkins County;

Makes Investment recommendation based on analysis, cash needs, and timing of investments to ensure cash is available as needed, while the County maximizes it's interest earnings.

Assists with the administration and monitoring of banking relationships, including account reconciliations, account maintenance, and documentation;

Supports the Treasury Manager in the preparation and maintenance of treasury policies, procedures, and internal control documentation;

Assists with the collection and reporting of tax payments, room tax filings, and PILOT billings in coordination with other County departments and municipalities;

Compiles and maintains statistical data and reports related to treasury operations, investments, and collections;

Provides general analytical and administrative support to treasury operations, including responding to internal and external inquiries;

Maintains strict confidentiality regarding all financial data, investment information, and County records;

Performs related duties as require

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

Thorough knowledge of current principles and practices of banking, and accounting, including fund accounting;

Ability to evaluate and compare investment products based on liquidity and cash flows to make recommendations consistent with policy and best practices;

Ability to analyze interest rate trends, investment performance, and cash flow projections to support financial decision-making;

Ability to prepare clear, accurate, and comprehensive financial reports, reconciliations, cash flow statements, and investment summaries;

Working knowledge of EXCEL, including sorting, tables and reporting functions;

Knowledge of NYS GML and OSC proclamations in the area of fiscal management of the County;

Ability to express oneself clearly and concisely, orally and in writing;

Ability to perform close detailed work involving considerable visual effort and strain;

Ability to handle highly confidential information;

Ability to analyze and organize complex data and prepare records, files, and reports;

Accuracy, integrity, resourcefulness and good judgment are required;

Ability to do research and work independently;

Demonstrated commitment to diversity, equity and inclusiveness;

Thoroughness, honesty, initiative, resourcefulness, accuracy, good judgment, tact, and courtesy;

Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation

T46

Originally created Nov. 2025