

**FINANCE OFFICER-Town of Ithaca
Tompkins County**

Classification: Competitive

Labor Grade: 0

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four year college with a Bachelors degree in Accounting, Finance, Business Administration or related field, which must have included at least twelve credits in accounting **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 Associates degree in Accounting, Finance, Business Administration or related field with at least 12 credit hours in accounting **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 diploma **AND** completion of at least twelve credits of accounting from a regionally accredited or New York State registered college or university **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.