FINANCE OFFICER - Town of Ithaca  
Tompkins County

Classification: Competitive  
Labor Grade: 0  
Approved: 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.

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

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.