

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

TITLE: Deputy Director of Finance

SALARY: The salary range is \$81,619 to \$88,650 annual.

LOCATION: Department of Finance

TYPE OF EMPLOYMENT: Full time competitive class appointment which is pending a jurisdictional classification change to non-competitive.

ISSUE DATE: 08/16/18

THE FINAL DATE TO FILE APPLICATIONS: 09/30/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/01/18

RESIDENCY WAIVED

LOCATION OF POSITION:

There is currently one full-time 40-hour per week opportunity of Deputy Director of Finance located in the Tompkins County Department of Finance. The position is FLSA Exempt, meaning that it is a salaried position. The salary range is \$81,619 to \$88,650. Hours in excess of 40 per week may at times be required, however, Tompkins County does compensate FLSA Exempt managers with compensatory time on a straight-time hour-for-hour basis. This is a fully benefits eligible position and the Deputy Director of Finance will have access to a BC&BS administered Platinum health insurance plan, dental and vision insurance, NYS Retirement, a Deferred Compensation plan to supplement the State retirement, a flexible benefits program, etc. The employee will accrue ten days of vacation and six personal days per year. County employees also enjoy twelve paid holidays each year. This is currently a Competitive Class civil service position, however, it is possible that the position will be approved to fill on a non-competitive basis - meaning that the incumbent will serve at the discretion of the Finance Director. The applicant should be able to affirm that they are skilled, trained, and experienced in at least three of the following competencies:

- Writing policies and procedures for Finance Department
- Banking & Investments for a municipality, including sending/receiving electronic payments
- Recording & Reporting of New York State Sales Tax – includes the receipting of sales tax and the distributions to the municipalities (cities, town, and villages)
- Fixed Assets Accounting & Reporting
- The Public Administration of Estates

Please apply here: <https://www.tompkinscivilservice.org/civilservice/apply/3765>

THE IDEAL CANDIDATE:

The Deputy Director of Finance will be an expert in the field of finance who is either professionally certified or someone who has a strong commitment to continuing their education in the field. The individual will be someone who communicates well both verbally and in writing, and who is also a good listener. The individual must be able to foster and maintain partnerships across

departments and enhancing the ability of the Finance Department to meet all other County department's needs. The ideal candidate be well versed in financial policies and procedures, banking and investments including knowledge of how to send/receive electronic payments, sales tax recording, reporting and municipal distribution procedures, fixed asset accounting and reporting procedures and the administration of public estates. The employee will be self-motivated, and able to work in a fast-paced and demanding environment in both producing work and supervising/managing staff. The individual will also be a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace. The candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Deputy Director will have a proven track record of building and maintaining morale through effective teambuilding, advocacy, supervision practices and consistency in approach, with a demonstrated commitment to ongoing staff training and professional development to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate has successfully led divisions, departments, local government organizations or other complex public or private organizations requiring a thorough knowledge of with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives, and will review and improve business and operational processes while embracing change.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered university with a Masters degree in Accounting, Public Administration, Business Administration or a related field which must have included, or been supplemented by, at least twelve (12) credit hours in accounting, **OR** possession of NYS CPA certification, **AND** two years of full time paid (or the equivalent part-time) supervisory experience in the preparation and maintenance of financial accounts and records; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least (12) twelve credit hours in accounting, **OR** possession of NYS CPA certification, **AND** four years of progressively responsible full-time paid (or the equivalent part-time) experience in the preparation and maintenance of financial accounts and records, two years of which must have been in a supervisory capacity; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

NOTES:

The employee is expected to have a commitment to and maintain evidence of continuing education throughout their career. Government accounting or fund accounting experience is a plus, but not necessary. CPA, CGFM, CMA, CPFO or related designations preferred but not required.

During the interview/selection process, the applicant should be able to affirm that they are skilled, trained, and experienced in at least *three* of the following competencies:

- Writing policies and procedures for Finance Department
- Banking & Investments for a municipality, including sending/receiving electronic payments
- Recording & Reporting of New York State Sales Tax – includes the receipting of sales tax and the distributions to the municipalities (cities, town, and villages)
- Fixed Assets Accounting & Reporting
- The Public Administration of Estates”

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Director of Finance is responsible for coordinating all of the various accounting activities of a municipal finance department. The work involves developing, implementing and overseeing the account-keeping activities of the office, supervising staff responsible, and independently performing some of the more challenging public sector account-keeping tasks. The work involves responsibility for insuring that all account-keeping activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies governing local governments. The incumbent must be willing to learn new software, and develop and adapt to new account-keeping systems and methods. The work is performed under the general direction of the Director of Finance and is not usually subject to more than the Director's general administrative controls. In accordance with Public Officers law and the Tompkins County Charter, the Deputy Director of Finance has the power and authority to act for and in place of the Director in his/her absence. The employee is responsible for the direct supervision of staff of the Finance Department's various operating units which consist of: Treasury, Purchasing, Accounting and Payroll. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides direct supervision to staff of the Finance Department's various operating units which consist of: Treasury, Purchasing, Accounting and Payroll.
- Provides departments with information regarding the proper municipal accounting procedures;
- Provides information and reports relative to the proper utilization of Finance Department records;
- Develops, or assists the Director with developing, administrative policies of the Legislature;
- Learns new or existing software packages and implements new accounting procedures designed to ensure compliance with the latest municipal accounting practices and procedures;
- Supervises and trains staff on appropriate policies and procedures as related to the payroll and audit function;
- Oversees the various types of input and output of the department, which includes, but is not limited to: payroll entry, time card entry, accounts payable/receivable, etc.
- Maintains various forms, vouchers, payroll reports, audit reports, trial balances, financial statements and various other departmental reports;
- Prepares original written correspondence, annual statements, various governmental surveys, reports to various County departments regarding status of State advances;
- Assists in the preparation of the department's annual budget;
- Assists County Administration in obtaining data for preparation of the larger County budget;
- Oversees journal entries to the general ledger made from board resolutions which include budget transfers and budget adjustments, claims made against Federal, State, and local governments and agencies, and other adjustments;
- Oversees accounting for some general ledger accounts involving State and Federal reimbursements;
- Develops and/or implements new accounting procedures necessary to deal with unusual accounting demands that arise in order to assure compliance with the requirements and regulations of various local and State agencies;
- Recommend hiring, firing, promotion, discipline of subordinates on the Finance Department staff;
- Assists in annual sale (auction) of property acquired from foreclosure on delinquent property taxes;
- Assists the Director of Finance in serving as Public Administrator over estates of deceased people;
- Coordinates upcoming debt issuances and the work involved with bond sales;
- Assists the Director of Finance in the accounting for the the Greater Tompkins County Municipal Health Insurance Consortium;
- Acts for and in place of the Director of Finance in his/her absence.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of modern public sector finance, including internal auditing, accounting and fiscal management;
- Thorough knowledge of modern account-keeping practices and terminology;
- Thorough knowledge of the terminology, practices and procedures of electronic accounting systems;
- Good knowledge of the principles and practices of supervision;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business English, grammar usage and punctuation;
- Good knowledge of Federal, State and local laws and regulations that affect the accounting practices of local governments;
- Excellent communication skills
- Familiarity with spreadsheets (e.g., Microsoft Excel) and word processing software (e.g., Microsoft Word)
- Ability to develop, effectively implement and maintain accounting systems and procedures in conformance with all applicable laws, rules and regulations;
- Ability to comprehend, analyze and develop procedures to deal with unusual or complex accounting problems;
- Ability to comprehend and analyze problems in the input and output of computer information;
- Ability to understand and carry out complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Ability to plan, assign and supervise the work of others;
- Honesty, integrity, initiative, resourcefulness, accuracy, good judgment, tact and courtesy are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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.â•

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