

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
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: FINANCE MANAGER (GTCMHIC)

EXAM NO: 65190

SALARY: \$70,000-\$75,000 hire range

EXAM DATE: 07/17/21

ISSUE DATE: 05/20/21

THE FINAL DATE TO FILE APPLICATIONS: 06/04/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/18/21

RESIDENCY WAIVED

THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

Location of Position:

There is currently one vacancy in the title of Finance Manager GTCMHIC located at the Town of Ithaca. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's 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) 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 Associate's 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) 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) experience in preparing and maintaining financial accounts and records, two years of which must have been as supervisory or management role; **OR**
4. Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a major position, which involves responsibility for the fiscal management activities for the Consortium. The work involves responsibility for directing and maintaining the financial records of the Consortium, overseeing financial transactions, installation and maintenance of accounting systems, billing/invoicing of premiums, Department of Financial Services quarterly and annual reporting, preparation of reports, and fiscal analyses. The work requires maintaining a fiscal relationship and being accountable to the NYS Department of Financial Services. The Finance Manager works under the general direction of the Executive Director, and collaboratively with the Consortium's Treasurer, Chief Fiscal Officer and consultants. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. Supervision may be exercised over support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs general accounting duties such as maintaining a general ledger, making journal entries, advising others in regard to appropriate balances and fund transfers, and reconciling trial balances, bank statements and accounts;
- Organizes and supervises the administration of, and may be called on to perform, accounting and financial record keeping procedures including premium billing functions for the Consortium;
- Maintains and audits all financial records and accounts for the Consortium;
- Prepares monthly, quarterly and year end financial statements and submits them to the Executive Director and committees;
- Responsible for preparing the Consortium's monthly, quarterly and annual Jurat reports;
- Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
- Responsible for securing and coordinating the Consortium's annual audit;
- May make recommendations concerning ways of reducing operating costs and increasing revenues based on knowledge of insurance costs, market trends, and legislative development;
- Keeps a record of all investments, reserves, bonded indebtedness and other loans;
- Assists the Executive Director with the annual budget activities and may present draft budgets to the Audit and Finance Committee, Executive Committee and Consortium's Board of Directors;
- Keeps informed of economic trends and advises responsible officials regarding financial planning and investments
- Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;
- Researches and summarizes reports for the Executive Director or Consortium;
- Participates in meetings concerning equipment purchases, reserving, investments and other expenditures which have an impact on consortium and municipal finances;
- Assures the achievement of applicable organizational goals and objectives;
- Supervises the assembly of all documents in connection with Consortium meetings;
- Responsible for compliance with records retention program;
- Works with other consortium staff and consultants in development and implementation of programs requiring collaboration and cooperation;
- Trains, directs, reviews, leads, makes staffing recommendations and supervises all personnel and activities of the Finance Office;
- Follows and ensures compliance with safety rules and general work regulations and policies;
- Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of modern fiscal administration, including internal auditing, accounting and fiscal management;
- Good knowledge of financial administration including budgeting and reporting;
- Good knowledge of purchasing procedures;
- Working knowledge of municipal laws, state finance laws and state insurance laws;
- Working knowledge of computerized accounting software (especially QuickBooks), spreadsheet and word processing applications;
- Working knowledge of office terminology, procedures and equipment, including a networked computer system;

- Working knowledge of trends and current developments in the field of accounting;
- Ability to review reports, find and define problems, and propose solutions;
- Ability to cope with stringent deadlines;
- Ability to devise and maintain accounting systems;
- Ability to prepare and analyze complex financial and statistical records, reports and statements;
- Basic knowledge of investment markets;
- Basic knowledge and ability to apply governmental budgetary principles and practices;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to analyze management and fiscal reports resulting in the development and implementation of cost-effective enhancements;
- Ability to prepare accurate, clear, and concise reports relating to complex financial and budgetary matters;
- Ability to communicate effectively by being clear and concise, orally and in writing;
- Ability to train, supervise, and coordinate the work of subordinate staff;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to understand and follow complex oral and written instructions;
- Ability to establish and maintain effective relationships with other agencies/entities and members;
- Initiative; integrity; resourcefulness; good judgment and ethical behavior;
- Physical condition commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

2. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

3. Fiscal management

These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; storeskeeping and inventory control.

4. Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered**

calculator for use on this test. You will **not** be permitted to use the **calculator** function of your **cell phone**.

5. Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

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