

**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: Director of Finance - Duties Statement

SALARY: \$58.47hr Hire rate \$63.52hr Work rate

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 08/10/22

THE FINAL DATE TO FILE APPLICATIONS: 09/23/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/24/22

RESIDENCY WAIVED

Please submit a resume and cover letter

MINIMUM QUALIFICATIONS: EITHER:

(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 that must have included, or been supplemented by, at least twelve credits in accounting, or possession of CPA certification, **AND** five years of full time paid (or the equivalent part time and or volunteer) supervisory experience in the preparation and maintenance of governmental financial accounts and records, which must have involved preparation of financial statements, as well as other accounting activities; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Accounting, Public Administration, Business Administration or a related field that must have included or been supplemented by at least twelve credits in accounting **AND** seven years of full time paid (or the equivalent part time and or volunteer) supervisory experience in the preparation and maintenance of governmental financial accounts and records, which must have involved preparation of financial statements, as well as other accounting activities; **OR**

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

NOTE: If qualifying under a “related field”, a minimum of 12 credits of accounting is required. No experience or other education may be substituted for these required accounting credits. **Please highlight these credits in your transcript and attach a copy to your on-line application for employment.**

NOTE: A minimum of five or seven years of full time (or the equivalent part-time and/or volunteer) supervisory experience in preparing and maintaining financial accounts and records is required. These years of experience must also have involved the preparation of financial statements. Education or other training may not be substituted for any of this experience. **Please clearly demonstrate this experience in the work history section of your on-line application for employment.**

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

SPECIAL REQUIREMENT: This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and must become a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Finance has ultimate responsibility for the fiscal management activities of the County and carries the authority of Chief Fiscal Officer. The incumbent has all of the powers and performs all of the duties of a county treasurer, county comptroller, commissioner of finance and chief purchasing agent. The incumbent is responsible for directing and maintaining the financial records of the County in the manner prescribed by the Office of the NY State Comptroller, as well as, ensuring these record keeping activities are carried out ethically and in accordance with all applicable laws, rules, regulations and in accordance with accepted governmental accounting standards. The position also monitors and controls the fiscal operations of County departments and agencies through the analysis of required fiscal reports. The Finance Director is appointed by, works under the direction of, and serves at the pleasure of the Tompkins County Legislature. Direct supervision is exercised over the Finance Department's operating units which consist of; Treasury, Purchasing, Accounting and Payroll. The Director of Finance has the power to appoint deputies, assistants and employees necessary to perform the duties of the office of the Director of Finance as authorized by the Tompkins County Legislature. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintains and audits all financial records and accounts of all units of County government charged with duties relating to funds of the County;
- Audits and keeps all claims, accounts and demands that are lawful County charges;
- Provides and keeps a record keeping system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
- Keeps a separate account of each County department and special funds;
- Keeps a record of all bonded indebtedness and other loans;
- Conducts the sale of bonds and notes;
- Responsible for the reconciliation of bank statements;
- Subject to the provisions of Civil Service Law, certifies the correctness of payrolls for the payment of salaries of officers and employees paid from County funds and delivers a certified transcript to the County Administrator as authorization for payment;
- Ensures payroll records and reports are maintained and properly filed;
- Submits statements of County finances to the County Legislature and County Administrator in a timely fashion;
- Prescribes approved methods and forms for financial accounting and record keeping for all county offices;
- Certifies the availability of funds for all contracts, purchase orders and other financial obligations incurred by the County;
- Provides for a system of encumbrances and maintains records;
- Responsible for preparing annual financial reporting and contracting for an annual audit of county financial records;
- Advises the Legislature on fiscal matters;
- Reviews and approves State and Federal aid claims.
- Manages investment policy and oversees treasury operations.
- Manages the enforcement and collection of delinquent property taxes.
- Conducts annual sale of property acquired from foreclosure on delinquent property taxes.
- Acts as Treasurer and bookkeeper for the Tompkins County Industrial Development Agency, the Tompkins County Development Corporation, and the Tompkins Tobacco Asset Securitization Corporation.
- Acts as the Public Administrator of Estates for people who die intestate in Tompkins County (those without wills or those estates without any executor or administrator).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Good knowledge of the practices and principles of supervision;
- Good knowledge of Federal, State and local laws and regulation that affect the accounting practices of local government;
- General knowledge of purchasing procedures; working knowledge of state finance laws;

- Working knowledge of bond markets;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to plan, assign and supervise the work of others;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to follow and understand complex oral and written instructions;
- Ability to issue complex oral and written instructions;
- Ability to prepare accurate correspondence and reports;
- Initiative; honesty; integrity; resourcefulness; good judgment; tact and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally Created 6/23/86 as Comptroller. Converted to Director of Finance 07/2012

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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