

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: Treasury Analyst

SALARY: Hire Rate - \$33.04/hr / Work Rate - \$34.78/hr

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 12/11/25

THE FINAL DATE TO FILE APPLICATIONS: 01/04/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/05/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Join Tompkins County as a Treasury Analyst and help guide the financial pulse of our community! You will process tax payments and support cash management, investments, and daily treasury activity while working with the public and the leaders across Finance. If you love digging into data, shaping smart financial decisions, and contributing to an equity-centered public mission, this role puts your analytical talents to work for an organization built on trust, transparency, and responsible stewardship.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, Economics, Finance, Public Administration or related field **AND** two years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
2. Graduation from a regionally accredited or New York State registered two-year university with an Associate's degree in Accounting, Business Administration, Economics, Finance, Public Administration, or related field **AND** five years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time) experience in accounting, banking, auditing or preparation of financial reports; **OR**
4. Any combination of education, training and experience equal to or greater than that described in (a), (b), and (c) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

The Treasury Analyst performs professional and technical work in support of the County's treasury, cash management, and investment operations. Under the general supervision of the Treasury Manager, the incumbent assists in monitoring, analyzing, and reporting on County cash flow, investments, bank reconciliations, and property tax activities. An incumbent in this class provides routine support to the Treasury Manager and serves as a backup for all Treasury functions. The position involves analytical and administrative tasks related to the review and maintenance of treasury and banking records, the development and maintenance of banking relationships, and participation in the creation and implementation of treasury and investment policies and procedures. The work requires accuracy, discretion, and sound professional judgment in handling complex and confidential financial information. The incumbent exercises independent judgment within established policies and guidelines and may provide directions and supervision to clerical staff in the absence of the Treasury Manager. The Treasury Analyst performs all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists with the development of tax receivable and cash receipt systems;

Assists the Treasury Manager with the serving of notice of foreclosure and tax sales on property owners;

Works with the Director of Finance and necessary Finance Leadership in planning cash use, developing a cash flow schedule, and investments;

Prepares journal entries for submittal to the Director of Finance or delegated individuals;

Compiles and maintains statistical data and reports related to treasury operations, investments, and collections;

Assists the Treasury Manager in managing daily cash flow, monitoring bank balances, transfers, and investment of available funds to maximize earnings and ensure liquidity;

Assists with the preparation of monthly investment reports, cash summaries, and other necessary financial reports for review by the Treasury Manager and submission to the Director and Deputy Director of Finance;

Produces any other reports, projections and analyses as directed by the County Finance leadership team;

Assists Treasury Manager with officials from municipalities for the collection of taxes; such collection to include tax installments, tax delinquencies, and relevies;

Researches and analyzes interest rates, investment options, and yield performance of certificates of deposit, Treasury securities, and other permitted investments;

Prepares and analyzes bids to banks for CD's and other investments. Ensures the investing of cash is done responsibly, transparently, and with regards to safety and responsible fiscal management for the taxpayers of Tompkins County;

Makes Investment recommendation based on analysis, cash needs, and timing of investments to ensure cash is available as needed, while the County maximizes it's interest earnings.

Assists with the administration and monitoring of banking relationships, including account reconciliations, account maintenance, and documentation;

Supports the Treasury Manager in the preparation and maintenance of treasury policies, procedures, and internal control documentation;

Assists with the collection and reporting of tax payments, room tax filings, and PILOT billings in coordination with other County departments and municipalities;

Compiles and maintains statistical data and reports related to treasury operations, investments, and collections;

Provides general analytical and administrative support to treasury operations, including responding to internal and external inquiries;

Maintains strict confidentiality regarding all financial data, investment information, and County records;

Performs related duties as require

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of banking, and accounting, including fund accounting;

Ability to evaluate and compare investment products based on liquidity and cash flows to make recommendations consistent with policy and best practices;

Ability to analyze interest rate trends, investment performance, and cash flow projections to support financial decision-making;

Ability to prepare clear, accurate, and comprehensive financial reports, reconciliations, cash flow statements, and investment summaries;

Working knowledge of EXCEL, including sorting, tables and reporting functions;

Knowledge of NYS GML and OSC proclamations in the area of fiscal management of the County;

Ability to express oneself clearly and concisely, orally and in writing;

Ability to perform close detailed work involving considerable visual effort and strain;

Ability to handle highly confidential information;

Ability to analyze and organize complex data and prepare records, files, and reports;

Accuracy, integrity, resourcefulness and good judgment are required;

Ability to do research and work independently;

Demonstrated commitment to diversity, equity and inclusiveness;

Thoroughness, honesty, initiative, resourcefulness, accuracy, good judgment, tact, and courtesy;

Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation

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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.

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