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 Finance Officer

SALARY: $38.75/hour

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 06/08/26

THE FINAL DATE TO FILE APPLICATIONS: 06/22/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/23/26

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.

This position supports and assists the Finance Officer as the work involves utilizing Enterprise level financial systems that integrate the performance of daily accounting, procurement, and financial management activities across all departments.

Incumbent will also serve as the Receiver of Taxes and manage annual property tax collections. Responsibilities include managing accounts receivables transactions (i.e. water and sewer payments, departmental income, grant funding, municipal aid) and accounts payable processes for all town expenditures. The successful candidate will be detail-oriented, shows efficiency with Excel and other computer programs and is excellent at customer service.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Business or Public Administration or related field **AND** two years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts; **OR**

2. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting, Business or Public Administration or related **AND** four years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts; **OR**

3. Graduation from High School or a High School equivalency diploma **AND** five years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records; **OR**

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

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

DISTINGUISHING FEATURES OF THE CLASS:

This position supports and assists the Finance Officer who functions as the chief auditing and accounting official for the Town. Incumbent will also serve as the Receiver of Taxes and manage annual property tax collections. The work involves utilizing Enterprise level financial systems that integrate the performance of daily accounting, procurement, financial management, payroll and human resource activities across all departments. Responsibilities include managing accounts receivables transactions (i.e. water and sewer payments, departmental income, grant funding, municipal aid) and accounts payable processes for all town expenditures. Assist with ensuring that financial records are maintained in accordance with current GAAP and GASB procedures. All activities must follow federal and state regulations and policies governing local governments. The incumbent is responsible for the maintenance of financial ledgers, production of financial statements and assists with the compilation of the annual financial reports. Work is performed in accordance with the policies of the Town Board, under the general supervision of the Finance Officer. There is moderate exercise of independent judgment and autonomy in carrying out details of the work. Basic supervision may be exercised over Deputy Receiver of Taxes and other finance-related staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Manage all townwide incoming cash, checks, and online payment activity, prepares daily deposits and maintains related receipts and records;
- Process water and sewer quarterly billing payments and annual reconciliation of unpaid utility bills;
- Prepare vouchers for audit of abstract. Print checks for payment and initiate ACH payments to vendors. Record pertinent information on all approved vouchers;
- Assists with reviewing all claims, accounts and demands to ensure they are lawful Town charges and to ensure budget appropriations aren't being over drawn;
- Interface with bank(s) to manage cash flow, account activity, and balance and reconcile bank accounts;
- Prepare, print, and distribute various financial reports;
- Utilizes an enterprise financial system showing all appropriations, funds and expenditures, together with the name of the claimant and amounts;
- Maintains a system of internal controls necessary to safeguard public assets;
- Maintain separate accountings of each Town department and specialized funds;
- Assist with tracking and making debt payments;

- Assist with the investment and recordings of idle Town funds;
- Assists with reviewing all contracts for the furnishing of heat, light, telephone, supplies or other services;
- Assist with maintaining and monitoring a system of encumbrances;
- Prepare and review reports to assist with the preparation of the Town's annual budget in coordination with the Finance Officer and Town Supervisor;
- May provide support and information to the Budget Committee on fiscal matters;
- Complies with any applicable requirements under General Municipal Law, Town Law, Real Property Tax Law and Finance Law;
- Assist with year-end processing including filing 1099's;
- May assist Human Resources with payment of salaries of officers and employees;
- May assist Human Resources as a backup for payroll and other processes;
- May submit statements of Town finances to the Town Board;
- May prepare the Town's NYS Comptroller's Annual Financial report;
- May secure and coordinate the Town's annual Certified Financial Report;
- May oversee annual audit of Town Justice's dockets and accounting records;
- Acts as in the absence of Finance Officer.

As Receiver of Taxes:

- Reviews Town and County tax statements and tax warrant prior to mailing of tax bills;

- Mails property tax statements and In Lieu of statements;
- Collects taxes, records, reconciles and deposits money received;
- Serves notices on delinquent taxpayers;
- Posts and advertises public notices related to taxes;
- Distributes tax receipts to Town Supervisor and County Budget and Finance Office;
- Reconciles tax receipts received and prepares reports of unpaid taxes to the County and Town's Finance Officer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of modern public fiscal administration, including internal auditing, accounting and fiscal management;
- Working knowledge of computerized accounting systems and the NYS Uniform System of Accounts;
- Working ability to apply Government Accounting Principles and Practices;
- Advanced knowledge and skill in the use of computerized programs such as Enterprise Financial Systems, Microsoft Office Excel, Word, and Outlook;
- General knowledge of purchasing procedures; and New York State Town laws;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Good administrative and supervisory skills;
- Ability to plan 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 communicate effectively, both orally and in writing;
- Ability to deal courteously and effectively with the public, boards and committees, and other government officials;
- Demonstrates initiative; integrity; resourcefulness; good judgement;
- Ability to maintain confidentiality;
- Physical condition commensurate with the demands of the position.

D121

Created 6/12/19

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