City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca , NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: **Fiscal Manager**

LOCATION: City of Ithaca - Ithaca Youth Bureau

SALARY: $54,592, with subsequent increases to $65,510

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

The Fiscal Manager position is at the Ithaca Youth Bureau. The IYB is committed to a work environment that is equitable, where each individual can thrive. The IYB provides youth from diverse backgrounds with the tools they need to build a successful life for themselves and change the world for the better. We believe that all citizens can be physically, mentally and spiritually healthy, as well as socially and civically engaged. We help prepare youth, from all backgrounds, to live successful lives as adults by providing a variety of recreation and youth development opportunities that will help youth develop to their full potential. The Fiscal Manager is crucial to ensuring this work by providing financial oversight and planning to multiple funding contracts and budgets.

POSITION DESCRIPTION: The work involves responsibility for planning, directing, and supervising the fiscal, accounting, and office management functions of a department or a major division of a department. Specific responsibilities vary according to the location, but typically include the supervision of staff, maintenance of operational and financial records, establishment of operational procedures for the assigned department or division, the development and preparation of the annual departmental budget, controlling expenditures against appropriations for various programs or projects, purchasing, billing, budget tracking, inventory, and job cost reporting. The work is performed under the general supervision of the assigned department or division head with wide latitude granted for the use of independent judgment in determining operational methods and controls. Supervision is exercised over departmental accounting and clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field, and two years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least one year of which must have been in a supervisory capacity; or

B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Accounting, Business Administration or related field and four years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or

C. Graduation from high school or possession of a high school equivalency diploma and six years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or

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MINIMUM QUALIFICATIONS (continued):

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

EXAM REQUIREMENTS: A civil service exam will be required at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by August 25, 2021:

City of Ithaca
Human Resources Department
Web site: https://ithaca-portal.mycivilservice.com

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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