

**Director of Accounting Services-
Tompkins County Finance Dept.**

<https://www.tompkinscivilservice.org/civilservice/vacancies>

Our County Government delivers a high level of service to residents each and every day. Our county services help people find jobs, manage over 300 miles of county roads, respond to emergencies, keep the community healthy, safe, and vibrant. Tompkins County fosters a culture of innovation where the diversity of our workforce is valued, and leadership, collaboration, and initiative are strongly encouraged.

The work involves responsibility for managing and coordinating the financial accounting activities of a county government. The position is involved in developing, implementing, and overseeing organization-wide financial reporting and the maintenance of policies and procedures of internal control which safeguard public assets. Working with an outside auditing firm, the incumbent is responsible for ensuring that financial reporting is maintained in accordance with GAAP and GASB promulgations and that all activities are in compliance with federal and state regulations and policies governing local governments. The incumbent is responsible for the production of financial statements and the compilation of the annual financial report. The incumbent is responsible for the maintenance of financial ledgers which are distributed to departmental users over a local area network. The work is performed under the general supervision of the Director of Finance and Deputy Director of Finance and involves supervision of office staff, technical oversight, and coordination of accounting, accounts payable, and payroll functions.

Hiring Immediately**

Telework and flexible schedule may be possible

Salary Range:

\$75,525 hire rate; \$82,014 work rate- after 9 months

Benefits

- NYS Retirement System
- Excellent Health Benefits
- Competitive Pay

Responsibilities

- Responsible for the analysis, maintenance and balance of financial ledgers utilizing a computerized integrated financial information system
- Oversees a system of accounts supporting federal and state grants
- Performs sophisticated drawdowns from the FTA and FAA on electronic systems sponsored by the Federal Government; Coordinates the preparation of an annual financial report, including schedules for Fixed Assets, Cash, and others as required.

Qualifications or Requirements

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Master's degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twenty credits in accounting **AND** two years of full time paid (or the part-time equivalent) supervisory experience in preparing and maintaining 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 which must have included or been supplemented by at least twenty credits in accounting **AND** four years of full time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities.