

CORTLAND COUNTY PERSONNEL/CIVIL SERVICE DEPARTMENT

**60 Central Avenue
Cortland, NY 13045
607-753-5076**

<https://www.cortland-co.org/263/Personnel-Civil-Service>

NOTICE OF JOB VACANCY
Job Title: Deputy Director of Finance

The Deputy Director of Finance is responsible for coordinating all of the various accounting activities of a municipal finance department. The work involves developing, implementing and overseeing the account-keeping activities of the office, supervising staff responsible, and independently performing some of the more challenging public sector account-keeping tasks. The work involves responsibility for insuring that all account-keeping activities are carried out in accordance with all applicable Federal, State and local laws, regulations and policies governing local governments. The incumbent must be willing to learn new software, and develop and adapt to new account-keeping systems and methods. The work is performed the general direction of the Director of Finance and is not usually subject to more than the directors general administrative controls. The Deputy Director of Finance has the power and authority to act for and in place of the Director in his/her absence. The incumbent will perform all related duties as required.

Work Hours: Full-time, 35 hours per week, with benefits

Salary: \$73,873-\$98,324/Year (Management Compensation Plan)

Location: Cortland County Finance Department

Status: Competitive, Provisional

Benefits: New York State Retirement System, Low Deductible Health Insurance Plan, Generous Paid Time Off including 13 Paid Holidays, Tuition Assistance available.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree or higher in Accounting, Business or Public Administration, Finance or closely related field, supplemented by at least twelve (12) credit hours in accounting or possession of a NYS CPA certification, and two (2) years of full-time paid, or its part-time equivalent, experience* in the preparation and maintenance of financial accounts and records; **OR**
- (b) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree or higher in one of the above fields, supplemented by at least twelve (12) credit hours in accounting or possession of a NYS CPA certification, and four (4) years of full-time paid experience, or its part-time equivalent, in the preparation and maintenance of financial accounts and records; **OR**
- (c) Any equivalent combination of training and experience as defined by the limits of (a), and (b) above.

*Municipal and/or CPA experience preferred

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Pre-employment screenings required.

SUBMIT APPLICATIONS TO THE ADDRESS ABOVE OR EMAIL TO:

Pers-dept@cortland-co.org

Application: <https://www.cortland-co.org/266/JobExam-Application>

APPROVED APPLICATIONS WILL BE FORWARDED TO THE FINANCE DEPARTMENT UNTIL THE POSITION IS FILLED.

Cortland County is committed to equity and inclusion. We encourage those with similar values to apply.

EOE

ISSUED: 10/2/2023