

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: CONTROLLER

LOCATION: City of Ithaca - Controller's Office

SALARY: \$110,460 - \$132,552

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.

POSITION DESCRIPTION: This position involves the general administration of the Finance Department, consisting of the Controller's Office and Office of the City Chamberlain. The Controller is regarded as the Chief Fiscal Officer of the City. The Controller's specific responsibilities include the maintenance of all municipal accounting records, the auditing of claims against the City and the preparation of payrolls for all employees of the City. The incumbent also prepares a variety of complex and important reports relating to the financial status of the City. The work is carried out in accordance with established accounting principles and requirements of relevant laws and rules under the general direction of the City Manager, Mayor, and Common Council, with wide latitude for the use of professional skills in developing plans and programs for the implementation of City policy formulated by the Common Council. Supervision is exercised over both professional and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in Accounting, Business Administration, Public Administration or a closely related field and four years of satisfactory full-time paid accounting or auditing experience; or
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field and six years of satisfactory full-time paid accounting or auditing experience; or
- C. Graduation from a New York State registered or regionally accredited two-year college with an Associate's Degree in Accounting, Business Administration, Public Administration or a closely related field and eight years of satisfactory full-time paid accounting or auditing experience, two years of which must have been in a responsible supervisory capacity; or
- 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.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of Resume and Cover Letter

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 April 3, 2023:

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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