

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: Accounts Receivable Specialist

LOCATION: City of Ithaca - Chamberlain's Office

SALARY: \$44,291, with subsequent increases to \$55,362

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: The work involves responsibility for accepting, recording and processing payments for various City invoices and services in the City Chamberlain's Office, using multiple accounting software programs simultaneously. The work also involves accurately reconciling and balancing those payments on a daily basis. The Accounts Receivable Specialist is also responsible for accurately relaying information to the public regarding the diverse and various City functions handled by the City Chamberlain's Office. The work involves extensive face-to-face and telephone interaction with the public, including difficult or irate customers. The work is performed under the general supervision of the Supervising Customer Service Representative with leeway allowed and an expectation to exercise independent judgment within the policies and procedures of the Chamberlain's Office and in accordance with NYS Tax Law and Generally Accepted Accounting Principles (GAAP). Supervision is not a function of this class, although employees may be called upon to train new employees in the same or lower job title. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration, or a closely related with similar course curriculum and one (1) year of full-time paid experience, or its part-time paid equivalent, in the collection, billing, invoicing and/or reconciliation of accounts receivable; or
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid equivalent, in the collection, billing, invoicing and/or reconciliation of accounts receivable; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Successfully completed college coursework in accounting, business administration, public administration, or a closely related field may be substituted for the required work experience, up to a maximum of two (2) years, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

Continued on Back

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

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination that will be held on February 10, 2024. Interested candidates should submit an application for the civil service examination in addition to an application for the immediate vacancy. Permanent appointment will be dependent upon the candidate's score on the civil service examination.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

APPLICATION MATERIALS REQUIRED:

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

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 January 5, 2024:

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



We would love to have you on our team! We hope to hear from you soon!

Re-Issued: November 17, 2023