



CITY of ITHACA - NEW YORK

Invites qualified candidates  
to apply for the position of:

# **CONTROLLER**

**Salary Range \$113,774 - \$136,529**

# About City of Ithaca

---

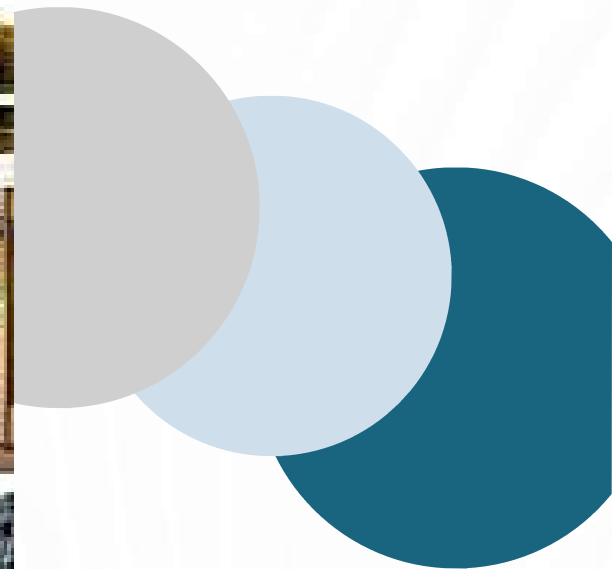
Ithaca, a picturesque city nestled in the heart of the Finger Lakes region in upstate New York, exudes a unique charm that seamlessly blends natural beauty with cultural richness. Renowned for its stunning landscapes, Ithaca is surrounded by glistening lakes, rolling hills, and cascading waterfalls, creating a captivating backdrop for residents and visitors alike. The city is home to Cornell University and Ithaca College, institutions that contribute to a vibrant intellectual atmosphere. Ithaca's downtown area is a hub of activity, featuring a diverse array of shops, cafes, and restaurants that reflect the city's progressive and eclectic spirit. The Ithaca Commons, a pedestrian-friendly space, buzzes with life as locals and tourists explore the boutiques and enjoy street performances. Nature enthusiasts are drawn to the numerous parks and trails, including the famous Robert H. Treman State Park and Buttermilk Falls State Park, offering hiking trails and breathtaking views. With a commitment to sustainability and a thriving arts scene, Ithaca embodies a harmonious blend of academia, nature, and culture, making it a truly enchanting destination.



# About the Controller Position

---

The current Controller is retiring and the City of Ithaca is looking for the right replacement. This role entails overseeing the Finance Department, which includes the Controller's Office and Office of the City Chamberlain. The Controller, serving as the Chief Fiscal Officer, manages municipal accounting records, audits claims, and handles payroll preparation for all City employees. The incumbent also creates complex financial reports, following established accounting principles and relevant laws. The position operates under the guidance of the City Manager, Mayor, and Common Council, with flexibility to utilize professional skills in developing plans aligned with City policy. Supervision is provided for both professional and clerical staff, and additional related duties are performed as required.



# Desired Technical Competencies

---

- ✓ Accounting
- ✓ Budgeting
- ✓ Contracts
- ✓ Audits
- ✓ Financial Monitoring
- ✓ Financial Policies
- ✓ Grants
- ✓ Data Analysis
- ✓ Investment Management
- ✓ GML
- ✓ Federal and State Finances
- ✓ Reporting
- ✓ Health Insurance / Benefits / Risk Management
- ✓ Project Management
- ✓ Executive Leadership
- ✓ Forecasting



# About the Controller Candidate

---

In the dynamic landscape of organizational development, the role of the Controller emerges as a pivotal force, especially when spearheading major projects that redefine the trajectory of the City of Ithaca. The Controller they seek is not merely a financial expert but an orchestrator of strategic initiatives, integral to the successful implementation of organizational endeavors. This individual has demonstrated prowess as a key member of negotiation teams, offering invaluable financial analyses of contracts. A proactive communicator, they seamlessly collaborate within multidisciplinary teams, ensuring a cohesive approach to project execution. Crucially, the ideal candidate approaches financial projects and agreements with an intentional equity lens, recognizing the significance of fair and inclusive practices. Furthermore, the candidate they envision has a proven track record of effective leadership, having supervised both professional and administrative staff, thereby fostering a culture of excellence and collaboration within the financial realm of the organization.

**The top skills the City of Ithaca indicated as most important are:**

**Technical Accounting Skills**

**Labor/Contract Negotiations**

**Equity Lens**

**Communications & Collaboration**

**Leadership/ Supervision**

**Knowledge of Financial & Collaboration Software**

# Full Controller Job Description

---

## **DISTINGUISHING FEATURES OF THE CLASS:**

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.

## **TYPICAL WORK ACTIVITIES:**

- Develops, maintains and enforces a uniform system of accounts, including forms, standards and procedures for all departments of the City government;
- Collaborates with the leadership team in establishing more effective processes and controls to ensure integrity;
- Maintains and operates the City's central accounting records according to sound accounting principles;
- Preaudits all bills, claims and demands against the City, including payrolls, and requires each department head to certify that the materials, supplies or equipment have been received and accepted, as specified, and that the services have been duly rendered;
- Requires reports of receipts and disbursements from each department to be made daily or at such intervals as will most effectively protect the public interest;
- Installs, operates and maintains a central payroll system;

# Full Job Description Information

## **TYPICAL WORK ACTIVITIES CONTINUED:**

- Controls all expenditures to assure that budget appropriations are not exceeded, and maintains such books and records as may be required for the proper exercise of such budgetary control, including an encumbrance system of budget operations;
- Responsible for bond issues and other financing arrangements;
- Compiles budget documents, schedules and exhibits, and makes such budget estimates as otherwise required, and assists the Chief Executive Officer in the preparation of the City Budget in accordance with the City Charter and/or City Administrative Code;
- Performs such other duties as may be delegated by Local Law or Ordinance.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern accounting principles and practices as related to City government; good knowledge of the principles and practices of administrative supervision; ability to establish and maintain effective relationships with the public, other City officials and subordinate staff; ability to plan, coordinate and direct the work of others; ability to analyze and interpret fiscal and accounting data; ability to perform basic research and to prepare detailed reports; ability to monitor grant payments and funding procedures; ability to secure the cooperation of others; ability to successfully work with and serve a diverse local community; tact and courtesy; dependability; integrity; physical condition commensurate with the demands of the position.

# Full Job Description Information

## **MINIMUM QUALIFICATIONS:**

A. Possession of 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. Possession of 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. Possession of 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.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by 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.



# To Apply

This recruitment effort is confidential and all contracts, inquiries and communications will be treated as such throughout the process. This position is considered open until a final selection is made.

Applications Material Required:

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

Please submit required application materials to:

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

The City of Ithaca is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## Commitment to Equity and Justice Statement

The City of Ithaca is committed to creating an inclusive environment free from barriers that prevent each employee and community member from thriving. This includes changing systems, policies, procedures, legislation, and processes that have historically and continue to negatively impact members of marginalized groups. We want the City staff and Ithaca community to achieve their highest potential. To do this, we commit to

Educating ourselves on the historic systems that produced the disproportionate outcomes we see today

Using an equity lens to evaluate all decision-making processes Engaging in courageous conversations that may be difficult and bring discomfort

Acknowledging power differentials and the reality that some folks benefit from the oppression of others

