

# NOW HIRING: *Fiscal Manager*



## The City of Ithaca is now accepting applications for the position of Fiscal Manager.

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**Location:** City of Ithaca, NY  
**Department:** Fiscal Manager  
**Classification:** Competitive  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Unit  
**Salary:** \$64,462 - \$77,354

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Fiscal Manager. This position serves the Chamberlain's Office and reports directly to the City Chamberlain.

**Position Description:** The work involves responsibility for planning, directing, and supervising the fiscal, accounting, and office management functions of a department or a major division of a department. Specific responsibilities vary according to the location, but typically include the supervision of staff, maintenance of operational and financial records, establishment of operational procedures for the assigned department or division, the development and preparation of the annual departmental budget, controlling expenditures against appropriations for various programs or projects, purchasing, billing, budget tracking, inventory, and job cost reporting. The work is performed under the general supervision of the assigned department or division head with wide latitude granted for the use of independent judgment in determining operational methods and controls. Supervision is exercised over departmental accounting and clerical personnel. Does related work as required.

To view the complete job description, visit: [Job Descriptions | Ithaca, NY - Official Website](#).

### **Minimum Qualifications:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or related field, and two years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least one year of which must have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Accounting, Business Administration or related field and four years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or

- C. Graduation from high school or possession of a high school equivalency diploma and six years of experience in a responsible position involving fiscal management, accounting, budgeting or other related fiscal responsibility, at least two years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**Appointment Status and Exam Requirement:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits](#) webpage and [City Executive Association Contract 2022-2025](#).

**Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

**Application Materials Required:**

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

Submit required application materials by January 22, 2025 to:

**Web site:** <https://ithaca-portal.mycivilservice.com>

**Attn:** City of Ithaca

**Human Resources Department**

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 above. 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.

**Ithaca is Gorges! We would love to have you on our team!**

