

NOW HIRING: Controller



The City of Ithaca is now accepting applications for the position of Controller.

Location: City of Ithaca, NY
Department: Controller's Office
Classification: Unclassified
FLSA Status: Exempt
Bargaining Unit: Management
Salary: \$125,000 - \$150,000

Position Description:

The City Controller serves as Chief Financial Officer and oversees the Finance Department, which includes the Controller's Office and the Office of the City Chamberlain. Key responsibilities include:

- Financial Oversight: Maintain all municipal accounting records and audit claims against the City.
- Budget Management: Develop and manage the annual fiscal budget.
- Payroll Administration: Prepare payroll for all city employees.
- Financial Reporting: Prepare complex reports on the City's financial status, ensuring compliance with established accounting principles and relevant laws.

The City Controller operates under the general direction of the City Manager, Mayor, and Common Council, with broad discretion to develop plans and implement City policies formulated by the Common Council. This role involves supervision of departmental staff and related duties as required.

To view the complete job description, visit: [Controller job description](#).

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.

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

Benefits: Refer to the [Fringe Benefits](#) webpage and [Managerial Unit Fringe Benefits](#).

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.
- 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.

Selection Process: Applicants are examined through a search committee process that includes panel interview, reference and pre-hire checks.

Application Materials Required:

- City of Ithaca application
- Copy of college transcript

Applications will be accepted until the position is filled. Submit required application materials to:

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

Attn: City of Ithaca

Human Resources Department

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!



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