

NOW HIRING Accountant



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

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

Position Description: The work involves responsibility for independently maintaining a system of accounts in proper balance according to a legally prescribed system of accounts, and for furnishing dependable financial statements and reports. The work may also involve the analysis and revision of accounting forms, practices and procedures. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in accounting matters. Supervision may be exercised over the work of clerical assistants. The incumbent does related work as required.

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

Minimum Qualifications:

- A. Completion of two (2) years of college with a minimum of twelve (12) credit hours in accounting and four (4) years of full-time paid accounting or auditing experience, or its part-time paid equivalent, two (2) years of which must have involved maintaining or auditing double-entry books of a business including the general ledger, maintaining a governmental agency's books involving appropriation accounting and the preparation of budget and financial reports, or auditing such books or financial records in the field, or
- B. Possession of a Bachelor's Degree, including or supplemented by the completion of twenty-four (24) credit hours in accounting, and two (2) years of the specialized experience as outlined in (A) above; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by, and college coursework must have been 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 coursework was 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.

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 [Executive Unit Agreement](#).

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 hrdept@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 hrdept@cityofithaca.org.

Application Materials Required:

- City of Ithaca application
- Copy of college transcript

Applications will be accepted until October 15, 2025. 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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