



City of

Ithaca

# Fiscal Manager

## The City of Ithaca, NY is seeking qualified applicants for Fiscal Manager with the Chamberlain's Office!

If you enjoy solving financial puzzles, improving processes, and ensuring every dollar is accounted for, this position offers an opportunity to play a critical role in the City's financial operations.

The Fiscal Manager plays a key role in the daily financial operations of the City of Ithaca. This position is responsible for ensuring the accuracy and integrity of the City's daily cash receipts, account reconciliations, and financial records.

This is an ideal position for someone who enjoys solving problems, streamlining operations, and making sure everything balances exactly as it should. Every day brings a combination of consistent financial responsibilities and new challenges that require sound judgment, attention to detail, and the ability to adapt.

Responsibilities include:

- Overseeing the City's daily cash receipts and deposits, ensuring multiple revenue sources balance accurately.
- Reconciling accounts and researching discrepancies until they are resolved.
- Monitoring revenues, expenditures, and financial activity for accuracy.
- Helping develop and improve office procedures and internal financial controls.
- Preparing reports, analyzing financial information, and assisting with budgeting and special projects.
- Working closely with departments throughout the City to answer questions and solve financial issues.
- Coordinating the office's daily fiscal operations to ensure work is completed accurately, efficiently, and on schedule.

This position offers significant independence and is best suited for someone who enjoys taking ownership of their work, making thoughtful decisions, and continuously improving processes.

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

### **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





### **Minimum Qualifications (continued):**

- 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.

**Salary:** \$69,716 - \$79,675

**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 collective bargaining unit](#).

### **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](mailto: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 contact us by email using [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

## **Application Materials Required:**

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

Applications will be accepted until 4:30 p.m. on August 19, 2026. Submit required application materials to:

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

**City of Ithaca**  
**Human Resources Department**  
**108 E. Green St.**  
**Ithaca, NY 14850**  
**(607) 274-6539**



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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