Now Hiring - Applications will be accepted until position is filled.

City of Ithaca

Financial Management Assistant

The City of Ithaca, NY is seeking qualified applicants for the role of Financial Management Assistant with the Department of Public Works!

Position Description: This work involves responsibility for the independent performance of responsible account-keeping procedures in maintaining and checking financial accounts and records. The work requires decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Financial Clerk in that the duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. The position differs from that of Office Manager and Fiscal Manager in that the supervision of subordinate financial staff is not a responsibility of this position. The work is performed under general supervision and although the incumbent may train new or lower-level staff, daily supervision is not a responsibility of this position. Does related work as required.

To view the complete job description, visit: Financial Management Assistant job description.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid or volunteer equivalent, maintaining financial accounts and records.

NOTE: Successfully completed college coursework in accounting, business administration or a closely related field may be substituted for the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience. The 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 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.

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

Salary: $51,824/year





Benefits: Refer to the Fringe Benefits webpage and CSEA Administrative Unit Contract.

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 contact us by email using hrdept@cityofithaca.org.

Application Materials Required:

- City of Ithaca application

Applications will be accepted until position is filled. 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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