

## Tompkins County

# Director of Accounting Services

2019 SALARY RANGE: \$68,786 to \$74,693 per year  
New York State Retirement and an Excellent Benefits Package



## The Position

Tompkins County is seeking a Director of Accounting Services, who will be responsible for supervising, managing, and coordinating the financial activities of a county government. The Director will be deeply involved in implementing and overseeing organization-wide financial reporting and the maintenance of policies and procedures of internal controls which safeguard public assets. The Director is responsible for the production of financial statements and the compilation of the annual financial report.

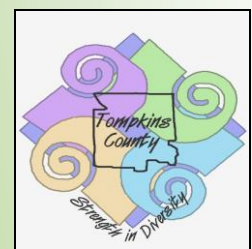
The Director is appointed by, and reports to the County Finance Director, and works closely with staff to provide oversight and coordination of accounting, accounts payable, internal audits and payroll functions. The Director has latitude in the administration of the overall program, in conformance with local, state and federal laws, rules and regulations. The Director acts as the chief fiscal officer in the absence of the Director of Finance and Deputy Director of Finance.

Tompkins County fosters a culture of innovation where the diversity of our workforce is valued, and leadership, collaboration, and initiative are strongly encouraged.

## Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides the Director of Accounting Services with a wide range of responsibilities intended to realize those values.

The Director of Accounting Services will serve as an integral member of the organization's departmental leadership team, responsible for developing and sustaining an inclusive culture that enables a diverse workforce to perform at the highest level.



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T O M P K I N S C O U N T Y

# Why Apply?



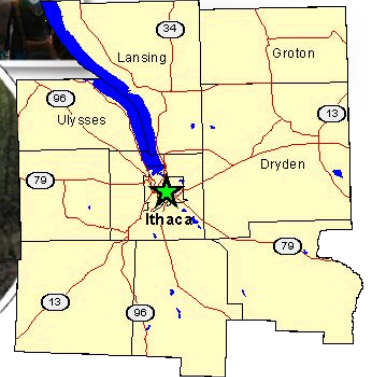
*Tompkins County* is one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500 (2016 est.), is located in the beautiful Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people of Tompkins County are welcoming, civically engaged and diverse.

## *Form of Government*

Tompkins County is governed under home rule, which provides for the separation of the Legislative and Executive Branches of government. The Tompkins County Charter was approved in 1968 and took effect in 1970. The County has a Legislature-Administrator form of government where a 14-member legislature elected from single member districts appoints a County Administrator who oversees and coordinates the operations of county government to successfully carry out the policies of the County Legislature. Legislators are elected to four-year terms. Other elected officials include the District Attorney, Sheriff, and County Clerk.

## The Community

The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



Ithaca has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.

## Dear Colleague –

Tompkins County is currently seeking a Director of Accounting Services. I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer. All qualified persons who have experience serving a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

Amy Guererrí, Commissioner of Human Resources

aguererri@tompkins-co.org  
607.274.5526

T O M P K I N S C O U N T Y

# Minimum Qualifications

*To qualify, the successful applicant must meet all requirements described below:*

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from a regionally accredited or New York State registered four year college or university with a Masters degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twelve credits in accounting **AND** two years of full-time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities; **OR**

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twelve credits in accounting **AND** three years of full-time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities; **OR**

Graduation from a regionally accredited or New York State registered two year college with an Associates degree in Accounting, Public Administration, Business Administration or a related field which must have included or been supplemented by at least twelve credits in accounting **AND** five years of full time paid (or the part-time equivalent) supervisory experience in preparing and maintaining governmental financial accounts and records which must have involved preparation of financial statements as well as other accounting activities.

**NOTE:** A minimum of 12 credits of accounting are required. No experience or other education may be substituted for any of these required accounting credits.

**NOTE:** A minimum of two years of full time (or the part-time equivalent) supervisory experience in preparing and maintaining financial accounts and records is required. These two years must have involved the preparation of financial statements. Education or other training may not be substituted for any of this experience.

## *The Ideal Candidate:*

The Director of Accounting Services will be someone who can affirm that they are skilled, trained, and experienced in the following competencies: governmental accounting, preparation of annual financial statements in accordance with GAAP & GASB, including schedules for the Federal Single Audit; coordination of external audits of county financial records; fixed asset accounting and reporting; supervising and training clerical and professional staff in accounting, purchasing, accounts payable, and payroll functions. A successful candidate will be self-motivated, and able to work in a fast-paced and demanding environment to produce results and positive outcomes. As a collaborative leader, they must be culturally competent, inclusive, and dedicated to serving a diverse population. They will demonstrate innovative problem solving, outstanding customer service, and performance excellence.

## Apply Online

<https://www.tompkinscivilservice.org/civilservice/apply/4444>

Confirm that you meet the minimum qualifications. Create your profile to continue. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the County Administrator to consider.

Call 607-274-5520 for assistance with any problems.