

**FINANCE MANAGER (GTCMHIC)**

**TOMPKINS COUNTY**

Department: GTCMHIC  
Classification: Competitive  
Labor Grade: (D)  
Approved: 9/2020  
Revised: 10/24  
By: HB, Deputy Commissioner of Human Resources

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Finance, Business Administration or related field **AND** three years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records which must have involved preparation of financial statements; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Accounting, Finance, Business Administration or related field **AND** five years of full-time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** seven years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a major administrative position, which involves responsibility for the fiscal management activities for the Consortium. The work involves responsibility for directing and maintaining the financial records of the Consortium, overseeing financial transactions, installation and maintenance of accounting systems, billing/invoicing of premiums, Department of Financial Services quarterly and annual reporting, preparation of reports, and fiscal analyses. The work requires maintaining a fiscal relationship and being accountable to the NYS Department of Financial Services. The Finance Manager works under the general direction of the Executive Director, and collaboratively with the Chief Fiscal Officer and consultants. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. Supervision may be exercised over support staff. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Performs general accounting duties such as maintaining a general ledger, making journal entries, advising others in regard to appropriate balances and fund transfers, and reconciling trial balances, bank statements and accounts;

- Organizes and supervises the administration of, accounting and financial record keeping procedures including premium billing functions and collections for the Consortium;
- Maintains and audits all financial records and accounts for the Consortium;
- Prepares monthly, quarterly and year end financial statements and submits them to the Executive Director, consultants, and committees;
- Responsible for preparing the Consortium's monthly, quarterly and annual Jurat reports;
- Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;
- Responsible for securing and coordinating the Consortium's annual audit;
- Responsible for compliance with governmental agencies (e.g.: NYS Department of Financial Services), NYS Insurance Law Article 47 and Municipal Cooperative Agreements;
- Acts as purchasing agent including leases and contracts for office management;
- May make recommendations concerning ways of reducing operating costs and increasing revenues based on knowledge of insurance costs, market trends, and legislative development;
- Keeps a record of all investments, reserves, bonded indebtedness and other loans;
- Assists the Executive Director with the annual budget activities and may present draft budgets to the Finance Committee, Executive Committee and Consortium's Board of Directors;
- Keeps informed of economic trends and advises responsible officials regarding financial planning and investments
- Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;
- Researches and summarizes reports for the Executive Director or Consortium;
- Participates in meetings concerning equipment purchases, reserving, investments and other expenditures which have an impact on consortium and municipal finances;
- Responsible for maintaining and managing relationships with Information Technology consultants, Cyber Security consultants, and Risk Management-Commercial Insurance agent;
- Responsible for managing Requests for Proposals, and Third-Party Administrators billing and financial process and procedure improvements;
- Assures the achievement of applicable organizational goals and objectives;
- Responsible for compliance with records retention programs and open meetings law;
- Works with other consortium staff and consultants in development and implementation of programs requiring collaboration and cooperation;
- Follows and ensures compliance with safety rules and general work regulations and policies;
- Perform other duties as required.

#### **REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of modern fiscal administration, including internal auditing, accounting and fiscal management;
- Good knowledge of financial administration including budgeting and reporting;
- Good knowledge of purchasing procedures;
- Working knowledge of municipal laws, state finance laws and state insurance laws;
- Working knowledge of computerized accounting software (especially QuickBooks), spreadsheet and word processing applications;
- Working knowledge of office terminology, procedures and equipment, including a networked computer system;
- Working knowledge of trends and current developments in the field of accounting;
- Ability to review reports, find and define problems, and propose solutions;
- Ability to cope with stringent deadlines;
- Ability to devise and maintain accounting systems;
- Ability to prepare and analyze complex financial and statistical records, reports and statements;
- Basic knowledge of investment markets;
- Basic knowledge and ability to apply governmental budgetary principles and practices;
- Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
- Ability to analyze management and fiscal reports resulting in the development and implementation of cost-effective enhancements;
- Ability to prepare accurate, clear, and concise reports relating to complex financial and budgetary matters;

- Ability to communicate effectively by being clear and concise, orally and in writing;
- Ability to train, supervise, and coordinate the work of subordinate staff;
- Ability to establish and maintain satisfactory working relationships with others;
- Ability to understand and follow complex oral and written instructions;
- Ability to establish and maintain effective relationships with other agencies/entities and members;
- Initiative; integrity; resourcefulness; good judgment and ethical behavior;
- Physical condition commensurate with the demands of the position.

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