

Jurisdiction: City of Ithaca
Jurisdictional Class: Exempt
Adopted: 06/05/53
Revised: 10/06/21, 04/06/22

DEPUTY CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: The Deputy City Chamberlain assists with the general administration of the City Chamberlain's Office and assumes the duties of the City Chamberlain in the absence of the City Chamberlain or as assigned. The Deputy City Chamberlain supervises and performs a variety of accounting and business management activities, including receiving and accounting for revenues, allocating funds to the proper accounts, and disbursing City funds. The work is performed under the general supervision of the City Chamberlain in accordance with established laws, practices, and procedures, with leeway allowed for the exercise of independent judgment. General supervision is exercised over office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the receipt and collection of taxes, water and sewer fees, stormwater fees, sidewalk fees, parking tickets, and rental fees; oversees all accounting processes for such;
Establishes, maintains and supervises systems to safeguard and properly record receipt of City revenues;
Reconciles numerous bank accounts; tracks revenues, and monitors account balances from a variety of sources and funding;
Oversees the daily deposit of all monies received or collected by the City Chamberlain's Office;
Provides oversight and direction, and works in conjunction with other departmental and City staff, on interdepartmental financial operations such as customer water meter accounts and revenues, customer work order accounts and billing, etc.;
Works with software vendors to improve software capabilities and resolve software issues;
Assists with the collection of delinquent property taxes; charges and receives penalties and interest pursuant to law;
Assists with the preparation of reports, filings, and mailings for the Municipal Tax Foreclosure auction;
Assists with the establishment and management of debt service payments and balances accounting detail;
Receives and responds to inquiries, complaints, and requests for information concerning departmental activities;
Assists with the preparation of the annual departmental budget;
May disburse City funds by check on the order of the Controller;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental accounting and financial principles, procedures and methods; thorough knowledge of New York State Tax Law and related federal, state and local laws, ordinances and regulations; good knowledge of internal auditing methods; good knowledge of modern office management practices, procedures, and equipment; good knowledge of municipal accounting software; very high proficiency with spreadsheet and database use and manipulation; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively with the public, including difficult customers; ability to successfully work with and serve a diverse local community; good judgment in solving complex account keeping problems; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least one (1) year of which must have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) 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 seven (7) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) 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.

SPECIAL REQUIREMENT: Candidates must obtain a Notary Public license within one year of appointment and must maintain said license for the duration of employment.