

Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC)



[www. Healthconsortium.net](http://www.healthconsortium.net)

Finance Manager

The Position

The Finance Manager position is responsible for the fiscal management activities for the Greater Tompkins County Municipal Health Insurance Consortium (Consortium.) The position is responsible for directing and maintaining the financial records of this self-funded, self-insured, shared service organization. The Finance Manager will handle financial transactions, installation and maintenance of accounting systems, billing/invoicing of premiums, Department of Financial Services quarterly and annual reporting, preparation of annual budget, related 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 Consortium's Board members including the Treasurer, Chief Fiscal Officer, and plan consultants. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. The Finance Manager will transition this position away from part time consultants to a full-time staff management position while helping build this growing organization. Attendance at Consortium Board and committee meetings is required.

The Finance Manager in coordination with the Executive Director and the Board of Directors will oversee a \$57 million dollar budget that provides health insurance to over 6,300 employees, retirees, and their dependents. The Consortium has 49 member municipalities and is growing rapidly.

What is GTCMHIC?

The **Consortium** is a municipal shared service created in Tompkins County in 2011, and soon available to any municipality within the sixteen-county region around Tompkins. The Consortium provides high-quality trust-worthy, responsive service for our subscribers, at competitive premiums. The Consortium has 49 member municipalities.

Governance

The Consortium is member owned and unique in its governance structure. Each municipal partner has a place on the Board of Directors which is charged with directing and protecting the Consortium. The Directors also compose the advisory committees which conduct much of the decision development.

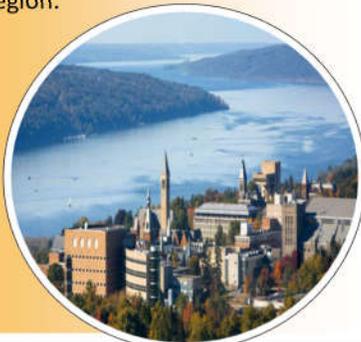
Dear Colleague –

Greater Tompkins County Municipal Health Insurance Consortium is currently seeking a full time Finance Manager. I invite you to review the position details to see whether you might be a good fit for the organization and this important leadership role that supports our growing organization. Although we are our own unique organization, the Town of Ithaca acts as the "Employer of Record," and is an equal employment opportunity employer. All qualified persons who have related profession experience and support working in a diverse environment are encouraged to apply. Please feel free to share this opportunity with other professionals. *Elin R. Dowd*, Executive Director

Why Apply?

The Community

Tompkins County 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.



GTCMHIC

125 East Court Street

Ithaca, NY 14850

(607) 274-5590

www.healthconsortium.net

The Consortium is growing and ready for the next step.

The Consortium was started with consultants and volunteers from member municipalities. In 2019 an Executive Director was hired as the Consortium was at the point of needing to add paid staff to manage the organization. The Finance Manager position is another step to bring contracted services within the Consortium, but with the assistance of the contract Treasurer and Board CFO. The Finance Manager will have the opportunity to develop and be responsible for the Consortium's fiscal management as the organization grows in members and complexity. Learn more about us at www.healthconsortium.net

Mission and Vision Statement

Belief:

Individually and collectively we invest in realizing high quality, affordable, dependable Health Insurance.

Mission Statement:

The Greater Tompkins County Municipal Health Insurance Consortium is an efficient inter-municipal cooperative that provides high-quality, cost-stable health insurance for members and their employees and retirees.

Vision Statement:

The Greater Tompkins County Municipal Health Insurance Consortium provides its municipal partners in Tompkins County and the six contiguous counties, a menu of health insurance plans to the benefit of the employees, retirees, and their families.

- *The Consortium administers operations by collaborating with claims administrators, providers, and employee representatives in an effort to manage its costs, efficiencies, and success.*
- *The Consortium strives to provide a trust-worthy, responsive, and efficient vehicle that enables access to its quality products, models a new health insurance paradigm, and educates its members to become more directly involved in their own personal health.*
- *The Consortium promotes a culture of preventative health care for the well-being of its members*



Finance Manager

2021 SALARY RANGE: \$70,000 to \$75,000/yr.

Excellent Benefits Package

NYS Retirement System, flexibility to work both remotely and on location, paid onsite parking provided, paid holidays, vacation, sick and personal time, health and life insurance, dental and AFLAC insurance optional. Deferred compensation and Roth savings plans.

Minimum Qualifications

The Ideal Candidate:

The Finance Manager will serve as the financial leader of a multi member nonprofit intermunicipal organization, with an ability to interpret complex issues, and translate information in a manner easy to understand. The Finance Manager will be someone who communicates well both verbally and in writing, and who is also a good listener. The individual must be able to foster and maintain partnerships across municipal and state agencies, with consultants, third party contractors, and regional health care organizations enhancing the importance of collaboration for the long-term success of the organization and its members.

The ideal candidate will be self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing multiple organizational demands. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives and will review and improve business and operational processes while embracing change. They will also be a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace. The candidate will be committed to innovative problem solving, customer service, and performance excellence.

In order to qualify:

The successful applicant will meet or exceed the following:

- (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, which must have included at least twelve credits in accounting **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, two years of which must have been in a supervisory or management role; **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 with at least 12 credit hours in accounting **AND** seven 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, two years of which must have been in a supervisory or management role; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** completion of at least twelve credits of accounting from a regionally accredited or New York State registered college or university **AND** nine years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records, two years of which must have been as supervisory or management role; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Apply Online

<https://www.tompkinscivilservice.org/civilservice/apply/5901>

Contact Tompkins Co. Civil Service 607-274-5526 for questions regarding the online application program

- Find the Town of Ithaca at the bottom of the vacancy listing
- Attach a cover letter and resume
- Only applications received through this process can be considered.

Direct all other questions to: Judy Drake, Human Resources Manager (607) 273-1721 or via email: Jdrake@town.ithaca.ny.us

Filing deadline: Friday, February 5, 2021 by 4:00 pm

Civil Service Exam: Provisional appointment pending future exam

Salary Hiring Rate: \$70,000-75,000 - hire rate based on 40 hour per week schedule

Office Location: Ithaca Town Hall, 215 N. Tioga Street, Ithaca, N.Y.