



**TOWN OF GILBERT**  
invites applications for the position of:  
**Accounting Supervisor**

An Equal Opportunity Employer

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**SALARY:** \$68,509.60 - \$102,764.40 Annually

**OPENING DATE:** 05/13/19

**CLOSING DATE:** Continuous

**WE ARE TEAM GILBERT:**

Gilbert, AZ is one of the fastest growing communities in the United States. We are the 5th largest city in Arizona, the 85th largest in the U.S., and have been named the #1 Safest City in Arizona, the 3rd Most Livable City in the U.S., as well as one of Arizona's Most Admired Companies to Work For.

**But there is more work to be done!**

**Come be a part of the team tasked with making Gilbert the City of the Future! Team Gilbert is focused on keeping the thriving community that Gilbert is today well into the future. Stagnation isn't an option, we choose our mission to: Anticipate, Create, Help people. This means that we anticipate change, create solutions, and help people and businesses.**

**Team Gilbert is a high-performing, collaborative team of innovators whose work makes our community better every day. We hire people who share our aspiration to be driven, kind, bold, and humble.**

**Join Team Gilbert, not just in choosing the future, but creating it:**

<https://youtu.be/GEQEGVPku9I>

**WE ARE SEEKING:**

**Gilbert has an exciting opportunity for an Accounting Supervisor to oversee, evaluate, and supervise the Town's accounts payable and payroll functions. The Accounting Supervisor performs advanced governmental accounting, which includes accounting for municipal debt, improvement districts, and grants in accordance with Governmental Accounting Standards Board (GASB) pronouncements and Generally Accepted Accounting Principles (GAAP). The Accounting Supervisor position also assists with completion of the Comprehensive Annual Financial Report (CAFR) and the annual external audit of financial statements.**

At Team Gilbert, we hire outcome-oriented problem-solvers who love what they do! Here are some position requirements:

- Bachelor's degree in accounting or finance and five years of experience in professional accounting with a minimum of three years of supervisory experience
- Certified Public Accountant preferred
- Experience in a governmental entity preferred
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards Board Pronouncements, accounts payable and payroll practices, automated financial systems and spreadsheet software
- Supervisory experience and knowledge of principles, practices, and techniques

- Skilled in researching, analyzing and interpreting multifaceted issues and problems, reconciling accounts, preparing complex financial reports and documentation, and interpreting and applying applicable laws, codes, regulations, and standards

**This position is an At-Will position and is FLSA Exempt – ineligible for overtime compensation.**

#### **ABOUT YOU:**

The ideal candidate for this position will have a solid background in accounting, while also having passion for understanding the "why" behind processes. The Accounting Supervisor keeps the bigger picture in mind, supports innovation, and encourages and empowers employees to try new things through collaboration, respect, and coaching.

The Accounting Supervisor embraces and encourages the challenge to be driven, kind, bold, and humble. This position requires someone who is adept at finding common ground with key stakeholders, utilizing collaborative and creative approaches to difficult problems. Strong written and verbal communications are required as well as high emotional intelligence. The Accounting Supervisor should quickly establish themselves as a valued consultant and partner to their team members, as well as our internal and external customers.

#### **UP FOR THE CHALLENGE?:**

In addition to a competitive salary, Gilbert offers a comprehensive benefit package that includes self-funded medical and dental plans, life insurance, disability, pension, tuition reimbursement and more.

Join Team Gilbert and make an income while making an impact! If you are looking for an opportunity to make a visible contribution to our community, and get excited about doing interesting work that matters, then why not click that "Apply" button at the top there? We can't think of a better place to put your talents to work.

Let's get this adventure started!

Gilbert provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This posting will remain open until filled. Applications will be reviewed once a week starting 5/28/2019.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://gilbertaz.gov/jobs>

Job #19-0180  
ACCOUNTING SUPERVISOR  
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OUR OFFICE IS LOCATED AT:  
50 E. Civic Center Drive  
Gilbert, AZ 85296

[HR@gilbertaz.gov](mailto:HR@gilbertaz.gov)

Committed to equal opportunity, reasonable accommodation, and a smoke free/drug free workplace. Gilbert will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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#### **Accounting Supervisor Supplemental Questionnaire**

- \* 1. In the questions that follow, you will be asked for information about your work history, to include things such as dates of employment, names of employers and specific details of the work you did. In answer to questions asking you to describe your work experience, if you do not have that type of experience, enter "N/A". Answers provided in this

supplemental questionnaire must be substantiated and verifiable in the employment history section of your application. Be aware that submitting a resume in lieu of completing the employment history section of the application and failing to provide all of the information requested in these supplemental questions will disqualify you from further consideration, so please be thorough in answering the questions. You must also attach a resume to be considered for this position. Please indicate whether or not you accept these terms by checking the appropriate response below.

Yes

No

\* 2. Do you hold a Bachelor's degree or higher in accounting or finance?

Yes

No

\* 3. If you answered yes to the previous question, please describe your degree in the space below. If not, please enter N/A.

\* 4. Do you hold a current CPA license?

Yes

No

\* 5. If you answered no to the question above, please describe any equivalent combination of experience and/or training that provides the requisite knowledge and abilities to perform the work. If you answered yes, please include the length of time you have held your CPA license.

\* 6. Do you have government or non-profit accounting experience?

Yes

No

\* 7. If you answered yes to the previous question, please briefly summarize your experience in the space below. If not, please enter N/A.

\* 8. How many years of experience do you have in preparing the Comprehensive Annual Financial Reports (CAFRs), Single Audit Reports, and Expenditure Limitation Reports?

No experience in this area

Less than one year

1-3 years

3-5 years

5+ years

\* 9. If you indicated you have the experience listed in the previous question, please describe your experience in detail in the space below. If not, please enter N/A.

\* 10. How many years of experience do you have supervising staff, including employee development, employee engagement, goal setting, performance evaluations, and disciplinary actions?

No experience in this area

Less than one year

1-3 years

3+ years

\* 11. If you indicated you have the experience listed in the previous question, please describe your experience in detail in the space below. If not, please enter N/A.

- \* 12. How many years of experience do you have managing the accounts payable function?
- No experience in this area
  - Less than one year
  - 1-3 years
  - 3+ years
- \* 13. If you indicated you have the experience listed in the previous question, please describe your experience in detail in the space below. If not, please enter N/A.
- \* 14. How many years of experience do you have managing the payroll function?
- No experience in this area
  - Less than one year
  - 1-3 years
  - 3+ years
- \* 15. If you indicated you do have the experience listed in the previous question, please describe your experience in detail in the space below. If not, please enter N/A.
- \* 16. How many years of experience do you have accounting for municipal debt and related reporting, including assisting in the preparation of official statements for new bond issues and post-issuance tax compliance?
- No experience in this area
  - Less than one year
  - 1-3 years
  - 3-5 years
  - 5+ years
- \* 17. If you indicated you have the experience listed in the previous question, please describe your experience in detail in the space below. If not, please enter N/A.
18. The following question is strictly confidential and will not be made part of your application for employment. Preference Status per Arizona Revised Statute 38-492 (select all that apply):
- Veteran
  - Disabled Veteran
  - Veteran's Spouse/Surviving Spouse
  - Disabled Person
- \* Required Question