

ACCOUNTING SUPERVISOR

*This recruitment is open until the position is filled.
First review of applications will occur on October 17, 2024.*

Annually Salary Range:

\$95,308 up to \$126,759

The City of Tempe offers a comprehensive benefits package including:

- 13 Paid Holidays, 1 Personal Day, up to 8 hours Winter Holiday Leave
- Vacation Accrual; starts at 9.33 hours/month. Higher monthly vacation accrual rates may be available with prior ASRS service.
- Sick Leave Accrual; 8 hours/month
- Medical, Dental and Vision Benefits
- Wellness Program Discount on health premiums
- Medical Reimbursement Program; \$56/month
- Tuition Reimbursement; \$6,500/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution
- Position is eligible for 16 hours of additional Paid Leave

To view the employee benefit summary, please visit:

[Employee Benefit Summary](#)

Department / Division:

Financial Services/Accounting

Job Type:

Full-Time Regular

Schedule:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Job Number:

RC#902181

DESCRIPTION

The purpose of this position is to oversee the accounting team and ensure accurate monthly and annual financial reporting and compliance with regulations.

Key responsibilities include managing daily operations, preparing financial statements, coordinating audits, and mentoring staff. Essential skills include strong analytical abilities, attention to detail, proficiency in accounting software, and effective communication.

MINIMUM QUALIFICATIONS

Work Experience:

Requires three (3) years of accounting or auditing experience, preferably in municipal or public accounting. One (1) year of supervisory or lead experience is preferred.

Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Education:

Requires a bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Certifications, Licenses, and/or Registrations:

Possession of a certification as a Public Accountant or Certified Government Financial Manager is preferred.

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

ESSENTIAL FUNCTIONS

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](#)

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Tempe Supervisors' Association (TSA).

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*