



Town of Gilbert  
Accounting Supervisor

<b>SALARY</b>	\$82,505.86 - \$123,758.79 Annually	<b>LOCATION</b>	50 E. Civic Center Drive, AZ
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	24-0066
<b>DEPARTMENT</b>	FINANCE & MANAGEMENT SERVICES	<b>DIVISION</b>	FM ACCOUNTS PAYABLE
<b>OPENING DATE</b>	09/06/2023	<b>CLOSING DATE</b>	Continuous

### We Are Team Gilbert

Gilbert is on a mission to be the City of the Future. We choose to “Anticipate. Create. Help people.” With over 100 years of history and growth, our focus is on keeping the thriving community that Gilbert is today well into the future. Gilbert has been named the Most Prosperous City in the Country, Best Place to Live, Work and Play, Arizona’s Most Admired Companies to Work For, and more. We hire people who share our aspiration to be Driven, Kind, Bold, and Humble. Join Team Gilbert, and help us shape a new tomorrow, today: <https://youtu.be/ftBOIKDI1vc>

### We Are Seeking

**Gilbert has an exciting opportunity for an Accounting Supervisor to oversee, evaluate, and supervise the Town's accounts payable function and several accounting staff. The Accounting Supervisor performs advanced governmental accounting, which includes accounting for capital assets, revenues including grants and leases, and municipal debt in accordance with Governmental Accounting Standards Board (GASB) pronouncements and Generally Accepted Accounting Principles (GAAP). The Accounting Supervisor position implements new GASB pronouncements. This position also assists with completion of the Annual Comprehensive Financial Report (ACFR), the annual external audit of financial statements, and ensures a strong internal control environment.**

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
- A minimum of five years of experience in professional accounting
- A minimum of three years of supervisory experience
- Certified Public Accountant
- 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 9/5/2023.

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### Agency

Town of Gilbert

### Address

50 E. Civic Center Drive

Gilbert, Arizona, 85296

### Website

<https://gilbertaz.gov/jobs>

## Accounting Supervisor Supplemental Questionnaire

### \*QUESTION 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

**\*QUESTION 2**

Do you hold a Bachelor's degree or higher in accounting or finance?

- Yes  
 No

**\*QUESTION 3**

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

**\*QUESTION 4**

Do you hold a current CPA license?

- Yes  
 No

**\*QUESTION 5**

Do you have government or non-profit accounting experience?

- Yes  
 No

**\*QUESTION 6**

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

**\*QUESTION 7**

How many years of experience do you have in preparing the Annual Comprehensive Financial Report (ACFR), Single Audit Reports, and Expenditure Limitation Reports?

- No experience in this area  
 Less than one year  
 1-3 years  
 3-5 years  
 5+ years

**\*QUESTION 8**

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.

**\*QUESTION 9**

**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

**\*QUESTION 10**

**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.**

**\*QUESTION 11**

**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
- 3-5 years
- 5+ years

**\*QUESTION 12**

**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.**

**\*QUESTION 13**

**How many years of experience do you have implementing new Governmental Account Standards Board Pronouncements?**

- No experience in this area
- Less than one year
- 1-3 years
- 3-5 years
- 5+ years

**\*QUESTION 14**

**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.**

**QUESTION 15**

**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