



TOWN OF GILBERT  
invites applications for the position of:  
**Accountant III**

An Equal Opportunity Employer

**SALARY:** \$67,324.97 - \$100,987.46 Annually

**OPENING DATE:** 09/06/22

**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:**

With every job we fill, our focus is on providing best in class service to our citizens and internal customers while offering the opportunity for professional growth in a rewarding, fast-paced and innovative work environment. **Team Gilbert** has an exciting opportunity for a highly motivated professional to fill the position of **Accountant III**, which is the highest level within our Accountant series.

The Accountant reports to the *Assistant Accounting Manager*. The primary function of this position is to *provide professional accounting support in preparing the Comprehensive Annual Financial Report (CAFR), to assigned finance programs and operations involving the accounting, recording and reporting of financial transactions.*

**ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:**

- Compiles and generates journal entries and spreadsheets;
- Reconciles various balance sheet accounts to subsidiary ledgers or other documentation;
- Analyzes general ledger transactions and reports;
- Prepares various financial reports and analyses;
- Provides guidance on fiscal procedures, processes, and systems to department end users;
- Responds to requests for information from customers and/or vendors;
- Works independently in solving problems and complex accounting transactions;
- Assist in preparation of fund financial statements, note disclosures, and statistical tables in the Annual Comprehensive Financial Report (ACFR).
- Prepares and presents financial information;
- Resolves work procedure problems and questions presented by other division employees;
- Participates in the implementation, design and enhancement of new accounting systems to improve fiscal management capabilities;
- Attends meetings and training sessions; reads relevant manuals or updates to keep current on new developments in Governmental Accounting Standards Board (GASB) and other outside agency reporting, financial software operations, or information management;
- Builds and maintains relationships with other town departments and outside entities as they pertain to assigned areas and special projects;
- Maintains and updates the Chart of Accounts;
- Prepares periodic reports related to grants, investments, capital improvement, debt or other operational reports required to gauge operational efficiency and/or compliance with Federal, State and Local ordinances or guidelines;
- Conducts research as necessary to provide requested information to co-workers, staff, representatives of other government agencies and the general public;
- May supervise assigned personnel involving developing work goals and objectives, selecting, interviewing, hiring, training, and performance evaluation of personnel;
- Additional duties as described below, depending upon specific areas assigned.

**Debt Assignment**

- Administers the financial activities of various special districts; prepares and reviews applicable accounting transactions and ensures proper reporting of financial activity;
- Coordinates debt payment amounts and payment due dates;
- Prepares debt related journal entries;
- Reconciles debt related investment statements to the general ledger and allocates interest earned to each fund as appropriate;
- Assists in post-issuance compliance program including required annual disclosures;
- Prepares annual debt budget;
- Assists with new debt issuances.

**Grants Assignment**

- Oversees compliance with all Town grant agreements in conjunction with responsible department;
- Prepares reports to grantor agencies, assists Town staff in monitoring and reporting grants;
- Reconciles accounting records to ensure they accurately reflect grant activity;
- Prepares Schedule of Expenditures of Federal Awards.

## ABOUT YOU:

At **Team Gilbert**, we hire innovative, forward thinking problem-solvers who are able to work independently and love what they do in addition to possessing the ability to live out our core and functional values daily. Here are some requirements:

### Minimum Qualifications and Special Requirements:

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or finance or a closely related field
- Five years of experience in governmental accounting, financial analysis and reporting and reconciling general ledger accounts.

#### LICENSING/CERTIFICATIONS

- Valid AZ Driver's License
- Must be a candidate for CPA Certification per the Arizona State Board of Accountancy's requirements
- Certified Public Accountant (CPA) preferred

### Knowledge, Skills, and Abilities:

#### KNOWLEDGE OF:

- Generally Accepted Accounting Principals (GAAP)
- Governmental Accounting Standards Board (GASB) pronouncements
- Accounting software

#### SKILL IN:

- Researching, analyzing, summarizing and reporting data
- Problem solving
- Critical thinking
- Written and oral communication
- Working independently
- Automated financial systems and spreadsheet software
- Conducting research and reconciling accounts
- Monitoring accounts and preparing financial reports
- Working cross-departmentally

### ADA and Other Requirements:

#### PHYSICAL DEMANDS AND WORKING CONDITIONS:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Requires reaching, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

## 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.*

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

Job #23-0065  
ACCOUNTANT III  
BC

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.

### Accountant III 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. 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 in accounting, finance, business administration or a closely related field?
- 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 have at least five years of experience in accounting, financial analysis and reporting?
- Yes  
 No
- \* 5. If you answered yes to the previous question, please briefly summarize your experience in the space below. If not, please enter N/A.
- \* 6. Do you have at least five years of governmental 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. Do you have experience working in an ERP system?
- No experience in this area  
 Less than one year  
 1-3 years  
 3-5 years  
 5+ years
- \* 9. If you answered yes to the previous question, please briefly summarize the software you have experience within the space below. If not, please enter N/A.
- \* 10. Do you have experience working in a collaborative team environment?
- Yes  
 No
- \* 11. If you answered yes to the previous question, please briefly summarize your experience in the space below. If not, please enter N/A.
- \* 12. Do you have experience providing internal and external customer service and problem solving?
- Yes  
 No
- \* 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. Do you have experience in a rapidly changing, innovative environment?
- Yes  
 No
- \* 15. 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.
- \* 16. How many years of experience do you have preparing the Comprehensive Annual Financial Report (CAFR)?
- No experience in this area  
 Less than one year

- 1-3 years
- 3-5 years
- 5+ years

\* 17. If you indicated you do have the experience listed in the previous question, please describe your experience, including the sections of the CAFR you have prepared, 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