



**CITY OF GAITHERSBURG**  
invites applications for the position of:

## **Audit & Accounting Manager**

**SALARY:** \$2,819.19 - \$4,455.42 Biweekly  
\$73,299.00 - \$115,841.00 Annually

**OPENING DATE:** 07/26/17

**CLOSING DATE:** 09/08/17 05:00 PM

### **DESCRIPTION:**

The City of Gaithersburg Department of Finance & Administration is seeking a highly skilled, experienced professional to oversee and participate in internal and external audits, analyze complex financial data and prepare financial reports, and perform other general accounting functions.

The ideal candidate will be an excellent communicator with outstanding people skills, as the position requires extensive contact with City staff, officials, vendors, and the public. The individual will play a key role in supporting the City's commitment to strengthening and safeguarding the City's operations and ensuring that appropriate internal controls are in place to minimize and mitigate risk.

The Audit & Accounting Manager will be a proactive and creative problem solver with superior research and analytical skills who can take on responsibilities, innovate solutions, escalate issues when needed, and manage conflicting priorities with minimal guidance. Good judgment, common sense, objectivity, a strong commitment to professional ethics, and exemplary integrity are essential. CPA Certification is required.

Starting salary is negotiable within the hiring range (\$73,299 - \$90,000) depending on knowledge, qualifications, training, certifications, and experience. We provide a comprehensive and competitive benefits package including opportunities for growth.

### **JOB FUNCTIONS:**

#### **What you will do with us:**

- Plan, implement, and perform internal operational and compliance audit functions.
- Coordinate the City's annual external audit.
- Train and provide technical guidance to staff on effective and efficient auditing practices.
- Prepare and review journal entries and financial reports.
- Reconcile balance sheet accounts and provide financial analysis.
- Prepare for financial reporting (Comprehensive Annual Financial Report [CAFR], Uniform Finance Report [UFR], police financial reporting, etc.).
- Review payroll maintenance and pay data.
- Assist in overseeing City's treasury functions.
- Assist with departmental operations as needed, including accounting, budgeting, and/or payroll functions.

View the [Audit & Accounting Manager](#) job description for additional information.

### **QUALIFICATIONS:**

#### **What you will need to be considered:**

- Bachelor's Degree in Accounting, Finance, or closely related field.
- Five or more years of auditing or accounting experience, preferably in the public sector.
- CPA certification required.
- Critical independent judgment skills and the ability to analyze complex processes.
- Excellent verbal and written communication skills, and well-developed and professional interpersonal skills.

- Detail-oriented, with strong organizational, research, analytical, and problem-solving skills.
- Self-motivated with excellent follow-through on assigned duties.
- Extensive knowledge of generally accepted accounting principles, audit methodologies and best practices, business processes, and internal controls.
- Ability to work independently within a team environment with a customer service focus.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

### **ADDITIONAL INFORMATION:**

**Interested applicants must submit an online application by the application deadline on September 8, 2017, to be considered.**

Submission of a resume (attached to the online application) is required; submission of other supporting documents, such as a letter of interest, is optional. (Resumes and other attachments are not accepted in lieu of a completed online application. You must fill out the application completely; do not use "see resume" or "see attachment.")

This is a full-time salaried "exempt" position requiring a minimum of 40 hours per week (not eligible for overtime compensation under the provisions of the Fair Labor Standards Act and the City's personnel regulations).

The successful candidate will be subject to a background investigation and pre-employment medical examination including drug/alcohol screening. Direct deposit of paychecks is a condition of employment for all City of Gaithersburg employees.

For more information regarding the position, contact Angela Woo, Comptroller, at [Angela.Woo@gaitthersburgmd.gov](mailto:Angela.Woo@gaitthersburgmd.gov) or 240.805.1020. Questions regarding the online application process may be directed to the Department of Human Resources at [hr@gaitthersburgmd.gov](mailto:hr@gaitthersburgmd.gov) or 301.258.6327.

*This recruitment will establish an eligibility list which will be used to fill the current vacancy and may be used to fill other openings in this classification which occur in the next 12 months.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.gaitthersburgmd.gov/government/job-opportunities>

Position #FY2018-00262  
 AUDIT & ACCOUNTING MANAGER  
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31 South Summit Avenue  
 Gaithersburg, MD 20877  
 301-258-6327

[hr@gaitthersburgmd.gov](mailto:hr@gaitthersburgmd.gov)

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### **Audit & Accounting Manager Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and may be used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information ("see resume" is not acceptable) may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within your application?
- Yes  
 No
- \* 2. Indicate the highest level of education obtained.
- High School Diploma or GED  
 Some college (no degree)  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Other

- \* 3. Indicate the area of study in which your college degree was obtained.
- Accounting
  - Finance
  - Business Administration
  - Public Administration
  - Other
  - I do not have a college degree
- \* 4. Do you currently possess a valid Certified Public Accountant (CPA) certification?
- Yes; my certification is active
  - Yes; my certification is not active
  - No
5. If you have a valid CPA certification, please indicate the state in which your certification was issued.
- \* 6. Which of the following best describes your relevant professional accounting work experience similar to the activities described in the job posting?
- No experience
  - Less than 3 years
  - 3 to 5 years
  - More than 5 years
- \* 7. Rate your level of experience with preparation of governmental financial statements.
- I have never prepared governmental financial statements.
  - I have prepared parts of governmental financial statements.
  - I have prepared the full set of financial statements, without footnotes, for one or more governmental entities.
  - I have prepared the full financial statements and footnotes for one or more governmental entities.
- \* 8. What financial related internal control do you feel is the most important and why?
- \* 9. Do you have relevant experience working in the public sector (i.e., municipal, county, state government)?
- Yes
  - No
- \* 10. Applicants for this position MUST attach a resume to the online application. Have you submitted your resume with your application?
- Yes
  - No
11. How did you first learn about this employment opportunity?
- City of Gaithersburg Website
  - Job Interest Card Notification
  - Indeed
  - GovernmentJobs.com
  - Friend or Relative
  - Other Website
  - Social Media
  - Other
- \* Required Question