



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

## **Assistant Comptroller**

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

**OPENING DATE:** 10/12/17

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

Love your accounting and auditing work but looking for more growth opportunities? The City of Gaithersburg is looking for you! The Finance team is seeking an accounting professional with experience in auditing to support the Comptroller by participation in daily accounting operations and functioning as the City's lead auditor. This position will have the variety you are looking for while still providing work/life balance and future growth opportunities.

The ideal candidate will have a strong understanding of internal controls and accounting processes as well as excellent communication and people skills. The Assistant Comptroller will be both detail-oriented and able to understand broader organizational needs. The ideal candidate should be a committed learner with a desire to teach others. It is anticipated that the right candidate would be groomed for promotional opportunities and should also be focused on ensuring the growth of others within the department.

The Assistant Comptroller will be a professional that demonstrates excellent customer service skills, can take ownership of responsibilities, escalating issues when needed, and can manage conflicting priorities with minimal guidance. Good judgment, objectivity, a strong commitment to professional ethics, and exemplary integrity are essential. CPA certification is required.

Starting salary is negotiable depending on the knowledge, qualifications, training, and experience of the candidate. The City provides a stellar benefits package and offers excellent work/life balance. Come help us support the mission of the City of Gaithersburg!

### **JOB FUNCTIONS:**

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

- Assist or lead a City-wide financial risk assessment.
- Plan and perform City internal audits.
- Prepare and review journal entries.
- Review payroll maintenance and pay data.
- Monitor daily cash flow.
- Complete some quarterly account reconciliations.
- Serve as backup for all roles within the department.
- Train and provide technical guidance to staff on accounting and auditing procedures.
- Assist with preparation of various financial reports (Comprehensive Annual Financial Report [CAFR], Uniform Financial Report [UFR], other internal, grant and state reports, etc.).

View the [Assistant Comptroller](#) job description for more information.

### **QUALIFICATIONS:**

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

- Bachelor's Degree in Accounting or closely related field.
- Five or more years of public accounting, internal auditing, or accounting experience.
- Experience in governmental accounting preferred.
- CPA certification is required.

- Strong understanding of internal controls and accounting procedures.
- Excellent verbal and written communication skills and well-developed and professional interpersonal skills.
- 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 and resume** (attached to the online application) to be considered. **The position will remain open until filled; however, for best consideration, please submit your application by October 30, 2017.** Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.

You must fill out the application completely; resume and other supporting materials will not be accepted in lieu of a completed online application.

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, please 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.gaithersburgmd.gov/government/job-opportunities>

Position #FY2018-00291  
 ASSISTANT COMPTROLLER  
 ME

31 South Summit Avenue  
 Gaithersburg, MD 20877  
 301-258-6327

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

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### **Assistant Comptroller 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 degree was obtained.

- Accounting
  - Finance
  - Business Administration
  - Public Administration
  - Other
  - No Degree
- \* 4. Do you currently possess a valid Certified Public Accountant (CPA) certification?
- Yes
  - In Process
  - 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