



POSITION ANNOUNCEMENT
BUDGET & FINANCE ANALYST

The City of Duluth, Georgia is accepting applications for the full-time position of **BUDGET & FINANCE ANALYST** in the Finance Department. The normal work schedule is in-person/on-site Monday to Friday, 8 am - 5 pm.

This position is responsible for conducting difficult and complex accounting functions involving research, analysis, and preparation of financial reports, assisting in the preparation of budget and financial forecasts, reconciliation of various general ledger accounts, entries into the general ledger, document management, grant reporting, and other financial activities. This position will be heavily involved in ad hoc special projects as they develop, such as budget documents, unique financial reports, and financial analysis/interpretation. This position requires knowledge of and experience complying with generally acceptable accounting principles (GAAP); standard governmental fund accounting principles, practices, and procedures; Special Purpose Local Option Sales Tax (SPLOST), and IRS regulations.

- A Bachelor's degree from an accredited college or university in Accounting or a closely related field is required, with coursework in governmental/fund accounting preferred
- Two years of full-time experience in an accounting-related position is required, with governmental experience in fund accounting preferred

All candidates are subject to a comprehensive background investigation.

Hiring range is \$26.61- \$28.53 per hour (annualized \$58,116 - \$59,342; Grade 25). Starting salary is based on qualifications. A comprehensive package of fringe benefits is offered.

METHOD TO APPLY: Interested applicants should submit a completed online job application, comprehensive resume, and proof of education. Telephone, virtual, and in-person interviews may be conducted. Not all applicants will be interviewed. The complete job description and a listing of fringe benefits are available on our website at:

https://duluthga.net/services/human_resources/career_opportunities.php

https://duluthga.net/services/human_resources/benefits.php.

Questions about the hiring process: Contact Jocelyn McGiboney at 770-497-5287 or careers@duluthga.net

Questions about the job duties: Contact Ken Sakmar at 770-497-5293 or ksakmar@duluthga.net

Posting Date: 4-29-2024; open until filled, subject to close at any time without notice

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment, and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment. The City of Duluth, in compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.