



City of Duluth
3167 Main Street
Duluth, GA 30096

JOB DESCRIPTION

JOB TITLE: Accounting Manager

DEPARTMENT: City Manager/Finance

SUPERVISOR: Assistant City Manager/Finance & Redevelopment Director

DATE: 6/11/2025

EEO GROUP: 02 - Professionals

FLSA: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

This position's main focus is assisting the Assistant City Manager/Finance & Redevelopment Director to oversee the city's finances, capital projects, Tax Allocation District, fixed assets, preparing for the annual audit, reviewing the work of finance staff, budget preparation including revenue projections and expenditure analysis, preparing year-end financial reports, and assisting with reviewing analyzing, and recording the day-to-day activities for various revenues and expenditures, and preparing necessary journal entries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capital project – record activity in project works sheets, update SPLOST funding worksheets to track expenditures, complete capital projects update for budget presentation and prepare SPLOST schedule of expenditures for annual audit report.

- Tax Allocation District (TAD) – Track parcel changes for both city and county, verify and track payments made on TAD properties, calculate percentage allocation of property tax collections, record payments received from Gwinnett County, and record transfer of city property tax to TAD fund.
- Fixed Assets – Work with Accounts Payable and review general ledger postings to track, record, remove, and depreciate fixed assets in the accounting system. Prepare fixed asset schedule for review by outside auditors and inclusion in annual audit report.
- Assist in the preparation of various schedules and workpapers for the annual audit report, including bonds and leases, schedule of federal expenditures, and asset/liability reconciliations.
- Review the work and approve the journal entries of the Budget and Finance Analyst and Accounting Officer.
- Assist the Assistant City Manager in the preparation of the budget, including revenue projections and expenditure analysis, assist other department directors as requested, and attend budget meetings with department directors and the city council.
- Prepare year-end financial reports for submittal to the State of Georgia and other outside agencies for the City, Downtown Development Authority, and Urban Redevelopment Agency based on state law.
- Assist with reviewing, analyzing, and recording of the day-to-day activity for various revenues and expenditures and prepare necessary journal entries based on your review.

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws, local ordinances, City and Departmental policies, procedures, rules, and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Makes positive suggestions for improvement
4. Performs other related duties and functions as directed, or as are readily apparent
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled
7. Accepts and follows instructions, evaluations, and corrections
8. Demonstrates interest and initiative in learning new techniques and procedures; attends

scheduled training

9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload

PERIPHERAL DUTIES:

None.

SUPERVISION RECEIVED:

Work is performed independently under the general guidance and direction of the Assistant City Manager/Finance & Redevelopment Director.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

- Bachelor's degree in Accounting from an accredited college or university is required
- Two years of experience in performing related work, including prior experience with budget preparation
- Experience in supervision preferred
- Written/spoken fluency in a foreign language is beneficial

Other Requirements:

Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. Possession of a valid Georgia Driver's License for the type of vehicle operated is required within 30 days of hire and must be maintained throughout employment.
2. Acceptable Motor Vehicle Record (MVR)
3. Possess an acceptable credit report
4. Ability to obtain and maintain a Notary Public commission

Desired Qualifications:

Any of the following certifications are desirable:

Certified Public Accountant (CPA) through the Georgia State Board of Accountancy,
<http://www.sos.state.ga.us/plb/accountancy/>

Certified Government Financial Manager (CGFM) through the Association of Government Accountants, www.agacgfm.org

Certified Management Accountant (CMA) through the Institute of Management Accountants,
<http://www.imanet.org>

Certified Internal Auditor (CIA) through The Institute of Internal Auditors, www.theiia.org

TOOLS AND EQUIPMENT USED:

- Personal computer and printer
- Computer software, including computerized financial software; Microsoft Word, Microsoft Excel, Power Point, publishing, and other related software
- 10-key calculator
- phone, fax, and copy machine
- automobile

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The requirements listed below are representative of the knowledge, skills, and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Required:

Knowledge of generally accepted accounting principles (GAAP); standard governmental fund accounting principles, practices, and procedures; SAS 99 accounting principles; GASB updates; and IRS guidelines

Knowledge of standard budgeting principles and practices in government finance

Knowledge of special revenue source funds such as SPLOST, grants, etc. and the associated accounting and reporting requirements

Knowledge of banking practices and procedures

Knowledge of business methods, purchasing practices, and laws relating to public purchasing

Knowledge of modern office practices, methods, equipment, and standard clerical procedures including alphabetical and numerical paper and electronic filing systems, and records management

Knowledge of personal computers, financial software, purchasing software, and general use software (word processing, spreadsheet, presentation, publishing, etc.)

Knowledge of contemporary personnel laws and practices as they relate to personnel supervision and accounting requirements

Knowledge of applicable federal, state, county, and city laws, ordinances, rules, and regulations

Knowledge of city and departmental policies, procedures, directives, rules, and regulations

Knowledge of the geography, road network, public buildings, and emergency facilities of the city

Knowledge of standard American English grammar, punctuation, and spelling

Knowledge of the principles of basic mathematics

Knowledge of the principles of first aid and CPR

Knowledge of court procedures of the Duluth Municipal Court relating to accounting of court receipts and payables

Knowledge of interpersonal communication skills

Skills Required:

Skill in the effective, efficient, and safe use of all tools and equipment used in the performance of their job

Skill in writing legibly

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Skill in performing first aid and CPR techniques

Abilities Required:

Ability to analyze financial and accounting data; and to interpret and prepare accurate financial reports and statements

Ability to maintain accurate and detailed financial and accounting records

Ability to operate all tools and equipment in an efficient, effective, and safe manner

Ability to carry out duties according to federal, state, county and city laws, ordinances, and administrative regulations; city and departmental policy, procedures, directives, rules, and regulations; and external directives

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to communicate clearly and effectively with people in a courteous, tactful, and fair manner under all conditions

Ability to provide information and explanations of the specific processes and procedures of the financial operations of the business office, and general information regarding the City government to the public

Ability to handle difficult situations in an effective, safe, timely and legal manner

Ability to read, speak, write and spell using standard American English grammar

Ability to write clear, complete, accurate, comprehensive, and effective reports in a timely manner

Ability to write and/or type orders, forms, reports, letters, memos and correspondence from long hand, rough draft, or oral instructions.

Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties

Ability to perform mathematical calculations with speed and accuracy

Ability to prioritize and handle multiple tasks in an effective, efficient manner

Ability to understand and follow quickly and accurately, complex, oral, and written instructions and procedures

Ability to obtain information through observation and interview

Ability to successfully complete the department's training programs following employment/assignment

Ability to give accurate directions

Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption

Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change

Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties

Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use

Ability to analyze, plan and organize work

Ability to maintain records within filing systems (file management)

Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, other city employees, attorneys, auditors, accountants, vendors, and the general public

Ability to work effectively as an individual and as a team member

Ability to work independently, under only general supervision

Ability to plan, direct, supervise, and evaluate the work of subordinate personnel

Ability to assert self appropriately

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to change and changes in work conditions

Ability to handle sums of money accurately and to make correct change

Ability to perform computer-related functions

Ability to perform accounting and bookkeeping functions and operations

Ability to type accurately at a minimum of 35 words per minute

Ability to properly handle confidential information

Ability to successfully pass the hiring/promotional testing process as required for this position

Ability to think critically, problem solve and make decisions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to sit and use hands to operate, finger, handle or feel objects, tools, or controls; and to reach with hands and arms
- regularly required to talk and hear
- occasionally required to stand or stoop; walk; and lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office or computer room. The noise level in the work environment is moderately quiet.

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations for qualified individuals with disabilities.