



# ACCOUNTING MANAGER

## JOB ANNOUNCEMENT

The City of Duluth, Georgia, is accepting applications for the position of Accounting Manager. Under the supervision of the Assistant City Manager/Finance & Redevelopment Director, this position requires an experienced professional Accountant, with supervisory or management experience desired. 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.

### Soft Skills and Cultural Fit

- Ability to work effectively under pressure and manage multiple priorities.
- Demonstrated ability to work collaboratively within a team-oriented environment.
- Commitment to providing exceptional customer service with a positive attitude.

**Hiring range:** \$73,485 - \$98,042 annualized – Grade 29), with starting salary based on qualifications.

Please apply online at [www.duluthga.net/jobs](http://www.duluthga.net/jobs). You will need to set up a login account for the Employment App system so that we can ensure we receive your information, and we can communicate any updates about the position. A completed job application, along with a resume and other voluntary supporting documentation (such as a cover letter or training/education records), can be submitted online. Chosen candidate(s) are subject to skills testing, interviews, and an extensive background investigation.

*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 opportunity 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.*

Posted 6/12/2025, open until filled; may close at any time without notice.