

Looking for Work  
That Matters?

We're Hiring!  
Join Our Team.



---

We are Accepting Applications for the Following Position:  
**Accounting Manager (010018)**

---

*Founded in the 1920s and headquartered in Decatur, GA, the DeKalb County Board of Health works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbhealth.net](http://dekalbhealth.net).*

---

**POSTING DATE:** 04/09/2024

**APPLICATION DEADLINE:** 04/23/2024

**EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION:** Richardson Health Center

**DIVISION/DEPARTMENT:** Administration

**SALARY INFORMATION:** \$68,677.24 Annually / Pay Grade M / Job Code FIM010

**DUTIES:** Under limited supervision, manages accounting activities, Supervises professional and technical Accounts Payable, Accounts Receivable, and Payroll staff. Manages the recording and reporting of agency revenues and expenditures, including accounts payable and cash receipts; performs cash reconciliations and other balance sheet accounting functions; and interacts with division, department, and program staff, as well as external; auditors, vendors and financial institution officials on accounting and fiscal related matters.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university and four years of professional level experience in accounting and/or a closely related fiscal activity, two years of which in a supervisory, administrative or lead worker role. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**PREFERRED QUALIFICATIONS:** Professional at all times; Willing to work with a team and cooperate to achieve common individual and shared goals; results oriented, and deadline driven. responsible, accountable, and trustworthy. Uses good judgment. Municipal and/or state government experience in the field of public health preferred.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Accounting Manager | Job Details tab | Career Pages \(governmentjobs.com\)](#).

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Anibel.Porraz@dph.ga.gov](mailto:Anibel.Porraz@dph.ga.gov).

**NOTE:** Thank you for your interest in DCBOH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**THE DEKALB COUNTY BOARD OF HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**