



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Accounting Manager (10018)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) 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 [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 09/03/2025**

**APPLICATION DEADLINE: 10/03/2025**

### **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: \$75,000.00 Annually / Pay Grade M / Job Code FIM010**

**DUTIES:** Manages the accounting and financial operations of the DeKalb Public Health. Recommends and implements accounting policies and procedures in accordance with government regulations. Directs subordinate supervisors and staff. Prepares monthly financial statistical reports to submit to Chief Finance Officer and Division Director Administration. Prepares EFT files for transmission to the bank for vendor payments. Prepare positive pay. Prepares cash disbursement journals for posting to the general ledger files for transmission to the bank for vendor payments. Prepares cash disbursement journals for posting to the general ledger. Prepares batches for the payment of vendor invoices. Review and approve vendor invoice batches, prepared by others. Prepare journal entries for receipt of electronic payments. Verify cash deposits for Brinks. Void checks in the general ledger and stop payment at the bank. Prepare purchase order liquidations. Respond to internal and external customers concerning status of payments. Respond to external auditors concerning their question for annual audit. Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in accounting and three (3) years of professional accounting job-related experience, which includes one (1) year in a supervisory role

**OR**  
Two (2) years of experience at the lower-level Accountant Supervisor (FIP024) or equivalent position.

**NOTE:** Thank you for your interest in DKPH. 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 DeKalb Public 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.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).*

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**