DeKalb PUBLIC HEALTH

Looking for Work That Matters? **We're Hiring!** Join Our Team.

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

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.

POSTING DATE: 11/13/2026 **APPLICATION DEADLINE: 12/13/2026**

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: **$73,759.76 Annually / Pay Grade N / Job Code FIM011**

DUTIES: Under general direction, manages the accounting and financial operations of DeKalb Public Health. Provides leadership and oversight of accounting functions, financial transactions, vendor payments, cash management, general ledger activities, and financial reporting. Recommends, develops, and implements accounting policies, procedures, and internal controls in accordance with applicable federal, state, and local laws, regulations, and financial management standards. Directs and supervises subordinate supervisors and staff while ensuring the timely, accurate, and compliant completion of accounting and financial activities. Serves as a resource to internal and external stakeholders regarding financial processes, payment status, accounting procedures, and audit requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounting and Financial Operations

- Manages the day-to-day accounting and financial operations of DeKalb Public Health.
- Develops, recommends, and implements accounting policies, procedures, processes, and internal controls in accordance with applicable government regulations and organizational requirements.
- Prepares monthly financial and statistical reports for submission to the Chief Financial Officer and Division Director of Administration.
- Prepares Electronic Funds Transfer (EFT) files for transmission to financial institutions for vendor payments.
- Prepares Positive Pay files and ensures appropriate controls are maintained for check disbursements.
- Prepares cash disbursement journals for posting to the general ledger for vendor payments.

- Reviews and approves vendor invoice batches prepared by accounting staff.
- Prepares journal entries for the receipt and processing of electronic payments.
- Verifies cash deposits processed through Brinks and ensures deposits are accurately recorded and reconciled.
- Processes check voids in the general ledger and coordinates stop-payment requests with the bank.
- Prepares purchase order liquidations and ensures financial records accurately reflect completed transactions.
- Monitors accounting transactions for accuracy, completeness, compliance, and appropriate documentation.
- Assists with financial reconciliations, reporting, and other accounting activities as needed.

Leadership and Supervision

- Directs, supervises, and evaluates subordinate supervisors and accounting staff.
- Assigns, prioritizes, and monitors work to ensure accounting deadlines and operational requirements are met.
- Provides guidance, coaching, and technical assistance to staff regarding accounting policies, procedures, financial systems, and internal controls.
- Promotes accountability, accuracy, professionalism, and continuous improvement within the accounting function.
- Identifies training needs and supports the professional development of accounting staff.
- Reviews work products and provides feedback to ensure compliance with established standards and procedures.

Audit, Compliance, and Internal Controls

- Responds to inquiries from internal and external auditors and provides requested financial documentation and information for annual audits.
- Supports the preparation and coordination of annual financial audits and other financial reviews.
- Ensures accounting practices comply with applicable federal, state, and local regulations, policies, and funding requirements.
- Identifies potential financial risks, discrepancies, and control weaknesses and recommends corrective actions.
- Maintains appropriate documentation to support financial transactions, reporting, and audit requirements.

Customer Service, Collaboration, and Communication

- Responds professionally and timely to internal and external customers regarding payment status, accounting procedures, financial transactions, and related inquiries.
- Collaborates with the Chief Financial Officer, Administration Division leadership, program managers, procurement staff, budget personnel, and other departments to resolve financial and accounting issues.
- Communicates financial information, policies, procedures, and requirements clearly to individuals with varying levels of financial and accounting knowledge.
- Works collaboratively with banking institutions, vendors, auditors, government agencies, and other external partners.
- Builds and maintains effective working relationships across organizational divisions and with external stakeholders.
- Communicates financial findings, issues, recommendations, and operational needs to leadership in a clear and professional manner.
- Prepares accounting reports, presentations, and other written materials for leadership and stakeholders.

BEHAVIORAL COMPETENCIES

The successful candidate should demonstrate:

- **Accountability:** Takes ownership of financial responsibilities, decisions, deadlines, and work products.
- **Attention to Detail:** Demonstrates a high level of accuracy when reviewing financial transactions, reports, reconciliations, and accounting records.
- **Analytical Thinking:** Analyzes financial information, identifies discrepancies and trends, and develops appropriate solutions.
- **Integrity and Ethics:** Handles financial information and transactions with honesty, confidentiality, and sound professional judgment.
- **Leadership:** Provides direction, establishes expectations, develops staff, and promotes a culture of accountability.
- **Problem Solving:** Investigates complex accounting and financial issues and identifies practical, compliant solutions.
- **Organization and Planning:** Effectively prioritizes multiple financial responsibilities while meeting established deadlines.
- **Adaptability:** Adjusts to changes in regulations, financial systems, organizational priorities, and operational requirements.
- **Collaboration:** Works effectively with individuals and teams across multiple divisions, departments, and external organizations.
- **Customer Focus:** Provides timely, professional, and solutions-oriented service to internal and external customers.
- **Communication:** Clearly communicates financial information, policies, procedures, and recommendations both verbally and in writing.
- **Decision-Making:** Exercises sound judgment when addressing financial transactions, accounting issues, and operational matters.

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting, business/public administration, or finance from an accredited college or university, three (3) years of processional budget job-related experience with at least 1 year in supervisory role, knowledge of public health, state/federal funded programs, EXCEL, Word, and/or PowerPoint programs.

PREFERRED QUALIFICATIONS:

- Experience with state and/or local government accounting operations, financial management, and monthly financial oversight.
- Experience working with state- and/or federally funded programs.
- Experience preparing and posting accounting journal entries.
- Experience with payroll processing and related accounting functions.
- Three (3) to five (5) years of experience using financial/accounting software applications, such as Tyler Technologies or comparable enterprise financial systems.
- Experience developing, interpreting, and implementing accounting policies and procedures.
- Experience preparing financial and accounting reports, presentations, and statistical analyses.
- Experience with cash management, bank reconciliations, electronic payments, vendor payments, and general ledger operations.
- Experience responding to internal and external audit requests.
- Experience working in a public health, healthcare, government, or other complex regulatory environment.
- Demonstrated ability to communicate complex financial information clearly to technical and non-technical audiences.

WORKING ENVIRONMENT:

- Work is primarily performed in an office environment with regular use of computers, financial/accounting systems, telephones, and other standard office equipment.
- Requires prolonged periods of sitting and working at a computer.

- May require extended periods of concentration when reviewing financial records, reports, transactions, reconciliations, and audit documentation.
- Requires the ability to meet established deadlines and manage multiple priorities in a fast-paced financial environment.
- May require occasional attendance at meetings, training sessions, audits, or other activities outside the immediate work area.
- Work involves access to confidential financial, vendor, employee, and organizational information and requires appropriate discretion and confidentiality.
- May require occasional work beyond normal business hours to meet critical financial, reporting, audit, or organizational deadlines.
- Must be able to work effectively both independently and collaboratively with staff, leadership, vendors, auditors, banking institutions, and other stakeholders.

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*.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.