

Job Announcement

ACCOUNTING SPECIALIST (16-20 Hours/Week; Part-Time; No Benefits)

The City of Duluth, Georgia is seeking to fill a position for a Part-Time ACCOUNTING SPECIALIST working 16-20 hours per week, with no benefits.

This position is responsible for conducting difficult and complex accounting functions involving research, analysis, and preparation of financial reports; management of special funds and accounts; entries into the general ledger, analysis and management of capital project funds, reconciliation of various general ledger accounts, assist in the preparation of budget and financial forecast, preparation of monthly, quarterly and annual reports, document management, fixed asset management, and other financial activities. This work requires great attention to detail; requires work to be completed within designated times and by established procedures; and involves interaction with co-workers, department heads, vendors, auditors, and occasionally the general public.

This position requires:

- A 4-year degree from an accredited college or university in Accounting or a closely related field is required, with coursework in governmental/fund accounting is preferred.
- Two years of full-time experience in an accounting-related position is required, with governmental experience in fund accounting is preferred.
- Certification as a Finance Officer (Level I & II) through the Carl Vinson Institute of Government of the University of Georgia is preferred.
- Any combination of experience, training, and education that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

Hiring Range: \$24.50 - \$26.50 per hour (Grade 17) based on qualifications (experience, training, and education).

A complete job description and the job application can be found at: www.duluthga.net/jobs

A job application can be submitted online via EmploymentApp, along with attachments for your resume and education transcripts/degrees.

Questions about the job application process should be directed to careers@duluthga.net or 770-497-5287.

Questions about the job duties should be directed to Ken Sakmar, ksakmar@duluthga.net or 770-497-5293.

Posting Date: 12-13-2023; open until filled, may be closed at any time

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 the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.