



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Accounting Manager	00032047
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Administration Office 501 Mize Street Lafayette Ga, 30728	
GENERAL NATURE OF JOB DUTIES	
<p>Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the development, implementation and monitoring of accounting activities for the department/agency. Analyzes financial information and programs, identifies trends, makes recommendations to executive management, and prepares a full range of financial reports, including specialized or non-standard reports as requested. Manages the reconciliation of accounting data and transactions, reconciliation requiring knowledge of complex rules and regulations using advanced research and/or problem solving skills. Surveys operations to ascertain accounting needs to develop and maintain solutions to financial problems using current technology.</p>	
MINIMUM QUALIFICATIONS	
<p>Bachelor's degree in a Business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university AND five years professional accounting experience OR Bachelor's degree in Accounting from an accredited college or university AND four years of professional accounting experience OR Master's Degree in Accounting from an accredited college or university AND three years of professional accounting experience.</p> <p>Preferred: Master's Degree and three years of professional accounting experience. CPA, CMA, and/or public/private experience related to healthcare/governmental/non-profits.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**