



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Financial Ops. Generalist 2	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Administrative Office 501 Mize Street LaFayette, GA 30728	
GENERAL NATURE OF JOB DUTIES	
<p>Responsibilities will include balancing and reconciling accounting records, statements, journals, ledgers, and various other reports. Collecting fees or revenues, disbursing payments and posting to appropriate accounts. Will also compile and maintain records/files. May also analyze financial reports to assess compliance. Application of GAAP guidelines will be necessary. Performance of routine accounting, billing, clerical, and/or claims processing duties for assigned accounts. Response to inquiries for audits of financial data and/or records. Will process or record financial transactions such as accounts payable and receivable, payroll, invoices, or requisitions in a ledger and/or computer system. Will provide information or interpretation to third parties such as banks, vendors, and governmental entities. Various other related duties will also be assigned. Primary work hours are 8:00 a.m. to 5:00 p.m. some flexibility may be required.</p>	
MINIMUM QUALIFICATIONS	
<p>Associate's Degree in a business curriculum or related field from and accredited college or university AND One year of experience performing accounting and/or fiscal control functions OR High School Diploma or GED AND Three years of experience performing accounting and/or fiscal control functions. Good organizational and computer skills required along with knowledge of Excel.</p> <p>Preferred – Associate's Degree in a business curriculum or related field AND one year of experience performing accounting and/or fiscal control functions.</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**

