



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Senior Accountant	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Business Department Lafayette Ga, 30728	
GENERAL NATURE OF JOB DUTIES	
Duties will include, but not be limited to general accounting duties at a Level 3 position (Senior Accountant), cash management, and payroll, accounts receivable, general ledger posting, and fixed assets.	
MINIMUM QUALIFICATIONS	
<p>Bachelor's Degree in a business curriculum or related field OR Associate's Degree in a business curriculum or related field AND Three to five years' experience performing accounting and/or fiscal control functions OR Five or more years of experience performing accounting and/or fiscal control functions. Must possess organizational and analytical skills, demonstrate dependability, and be a team oriented individual.</p> <p>Preferred Qualifications: Three to Five years' experience in a managerial/governmental accounting position, proficient with multiple software/programs (such as Word and Excel); Depreciation and EHR.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p>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>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p><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**