



**JOB ANNOUNCEMENT**

<b>JOB TITLE</b>	<b>Position Number</b>
<b>Cost Accountant</b>	<b>TBD</b>

**POSITION LOCATION**

Lookout Mountain Community Services  
 Administration Office  
 501 Mize Street  
 Lafayette, GA 30728

**GENERAL NATURE OF JOB DUTIES**

Under general supervision, individual will compile and present accounting reports, participate in development of agency cost analysis. Perform fiscal control functions, such as budget monitoring and related processes. Comply with federal, state, and agency policies, procedures, and regulations.

Primary Work Schedule is Monday through Friday, 8:30 to 4:30 p.m. Work location is flexible once individual is trained. Knowledge of, and the ability to utilize various accounting software to perform duties is a must.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting from an accredited college or university **AND** Three years of professional accounting experience **OR** Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university **AND** Four years of professional accounting experience.

**Preferred Qualifications:** Two to Five years' experience in Cost Accounting in a **Healthcare** setting. Ability to think critically/analytically.

**HOW TO APPLY**

<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p align="center">Lookout Mountain Community Services          ATTENTION: Human Resources Department          PO Box 1027          LaFayette, GA 30728          E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>          Telephone: 706-638-5580 x 4114          FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> 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 <b>the last ten years of work history</b> 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 align="center"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p align="center"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>
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