



JOB ANNOUNCEMENT

JOB TITLE	Position Number
Accounting Supervisor	TBD
POSITION LOCATION	
Administration Office 501 Mize Street LaFayette, Ga 30728	
GENERAL NATURE OF JOB DUTIES	
Oversees the development, implementation, and monitoring of accounting activity for the agency. Supervises and plans assigned staff. Analyzes financial statistics and other accounting data, applies GAAP, state or federal fiscal guidelines and agency policies to establish tables and records or accounts of financial transactions, review financial data and assign entries or apply control measures to proper accounts. May identify trends impacting the fiscal position of the department.	
MINIMUM QUALIFICATIONS	
Bachelor's Degree in Accounting from an accredited college or university AND four 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 five years of professional accounting experience OR Master's Degree in accounting from an accredited college or university and three years of professional accounting experience.	
Preferred Qualifications: Previous supervisory experience and HealthCare and/or governmental accounting experience.	
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**