



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

North Alabama Regional Hospital  
4218 HIGHWAY 31 SOUTH  
DECATUR, ALABAMA 35603

PHONE (256) 560-2200  
DIRECTOR'S FAX (256) 560-2203



JOHN HOUSTON  
COMMISSIONER

CHARLES R. CUTTS  
FACILITY DIRECTOR

**EQUAL OPPORTUNITY EMPLOYER  
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**

|                             |  |                       |                |
|-----------------------------|--|-----------------------|----------------|
| <b><u>JOB TITLE:</u></b>    | <b>Accounting Assistant I</b>  | <b><u>NUMBER:</u></b> | <b>06-02</b>   |
| <b><u>JOB CODE:</u></b>     | <b>K1000</b>   | <b><u>DATE:</u></b>   | <b>10-3-06</b> |
| <b><u>SALARY RANGE:</u></b> | <b>56 (\$22,396.80-\$33,223.20)</b>  | <b><u>POS.#:</u></b>  | <b>8820205</b> |
| <b><u>JOB LOCATION:</u></b> | <b>North Alabama Regional Hospital<br/>4218 Highway 31 South<br/>Decatur, AL 35603</b> |                       |                |

**QUALIFICATIONS:** Graduation from a standard senior high school, including or supplemented by courses in bookkeeping, principles and practices. Responsible bookkeeping experience.

**KIND OF WORK:** Maintain a systematic set of employee payroll records and supervision of overall payroll function for the facility. This work involves maintenance of completed employee time cards so that an accurate and complete set of annual payroll timesheets are maintained on each employee, posting from the employee's semi-monthly timecard record to the individual record; maintaining employee payroll timecards by pay period and payroll signature sheets by pay period. This individual is responsible for auditing yearly records. This person is responsible for working with DMH/MR Central Office Payroll Department to ensure that all payroll is accurate and that appropriate documents are maintained. This individual will provide data entry, audit, and review on a number of mainframe computer systems as well as personal computers. The individual will perform duties associated with the purchasing function of the Business Office. In addition to the data entry function, this individual will be responsible for contacting various vendors for the purpose of obtaining price, product information, and purchase request information. The individual will be responsible for placing orders and providing assistance in any problems related to vendor problems. This individual will serve as a back-up to other various duties and functions within the Business Office that may include various clerical duties to involve insurance, patient billing procedures, posting and filing, handling patient accounts, maintaining patient valuables in accordance with procedures, and duties in the absence of the Warehouse Personnel.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to communicate both orally and in writing. Experience with GHRS payroll and personnel system. Experience in employee payroll procedures. Knowledge of mainframe government systems to include GHRS (Payroll), LGFS (Financial Accounting System), SNAP (Purchasing System), CARES (Patient Information System). Experience in the use of personal computers and various software. Experience in purchasing and general duties in a Business Office. Knowledge of JCAHO/Medicare Standards.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.

**HOW TO APPLY:** Use an official Application For Professional Employment which may be obtained from this office, any DMH/MR facility Personnel Department, or online at [www.mh.state.al.us](http://www.mh.state.al.us). Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. **Resumes will not be accepted in lieu of an official application.** Applications should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 U. S. Highway 31 South, Decatur, Alabama 35603 by **OCTOBER 20, 2006** in order to be considered for this position. Copies of license/certification should be forwarded with the application or furnished during interview. An official copy of academic transcript is required and must be forwarded by the college or university to the Personnel Department at the above address.