



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER
1700 UNIVERSITY BLVD., EAST
TUSCALOOSA, ALABAMA 35403
PHONE (205) 553-4550
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JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: Accounting Assistant II
(Pharmacy Clerk)

NUMBER: 08-08

JOB CODE: K2000

DATE: June 13, 2008

SALARY RANGE: 67 (\$29,685.60 – \$45,038.40 Annually)

POSITION #: 8809376

JOB LOCATION: W. D. Partlow Developmental Center
1700 University Blvd., East
Tuscaloosa, Alabama

QUALIFICATIONS: Graduation from a standard senior high school, plus 24 months responsible clerical accounting experience.

KIND OF WORK: This position involves advanced clerical accounting work in the audit / analysis of client pharmacy documents and reporting of discrepancies for appropriate resolution. Work will be performed under the supervision and review of a registered pharmacist. Duties and responsibilities include the following: Review / analysis client accounts for appropriate billing and payment. Resolve billing issues with billing agent and/or insurance company. File / manage pertinent client information timely in a confidential manner. Audit pharmacy invoices and related records for accuracy and report any problems to the Pharmacy Director. Compile data for prior authorization for medication approvals in corroboration with subscriber. Reconcile medication logs with medications ordered and medications received. Maintain appropriate client information. Complete pharmacy related forms and documents. Correspond (collect / distribute information) with outside agencies, vendors, contract pharmacies, billing agents and insurance companies. Check / correct medication processes from outside pharmacies. Generate monthly and quarterly reports as required for the Pharmacy Director's review. Assist with processing and accounting of returned medications.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic accounting / bookkeeping principles. Some understanding of / experience with accounts payable process, order practices, supply inventories, billing invoices, shipping lists, etc. Demonstrate thoroughness and attention to detail. Ability to organize and prioritize work effectively. Ability to exercise strong professional judgment and planning skills. Ability to work / interact well with others, demonstrating effective interpersonal skills. Knowledge of / ability to exercise confidentiality of client data. Ability to communicate effectively with others, both verbal and written. Ability to interpret / understand written information as intended. Ability

to compile and analyze information effectively in accordance with established guidelines and procedure. Ability and willingness to follow supervisory instructions / direction / procedure. Ability to maintain records and file information effectively and securely. Ability to develop written reports. Effective knowledge and skill using the PC and standard office software to include MS WORD and MS EXCEL. Ability to examine and resolve problem issues effectively. Ability to understand, learn and apply new work processes / functions.

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

HOW TO APPLY: Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. If applicable, an official copy of your academic transcript from the university or college from which you received your degree should be forwarded by that college or university to the Partlow Personnel Department. Any applicable certification or licensure should also be submitted. **The application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by close of business UNITL FILLED in order to be considered for this position.**