



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
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JAMES V. PERDUE  
COMMISSIONER  
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HOSPITAL DIRECTOR

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

**JOB TITLE:** Accounting Assistant II

**NUMBER:** 16-08

**JOB CODE:** K2000 **SALARY RANGE:** 67 - (\$30,724.80 to \$46,615.20)

**POS. #** 8802120

**JOB LOCATION:** Bryce Hospital

**DATE:** 3-11-2016

**QUALIFICATIONS:** Graduation from a standard senior high school, plus responsible clerical accounting experience (**24 months or more**). *Preference will be given to applicants with Accounts Payable and related computer skills/experience.*

**KIND OF WORK:** Pays all vendors through Accounts Payable. Coordinates with appropriate personnel at facility and departmental level to assure that Bryce Hospital has contracts in place to maintain business procedures. Collates and audits Purchase Orders, Non-Purchase Order payments and contracts. Gathers documentation to support the preparation of Accounts Payable packets for transmittal to Central Office. Codes information into Accounts Payable system. Communicates with vendors, Bryce departments and staff and Central Office. Audits, renews and prepares documentation for Board of Adjustment claims. Establishes "E" accounts for unpaid purchase orders and contracts. Coordinates Bryce Hospital contracts with Bryce Departments and Central Office.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of accounting principles and practices. Knowledge of billing practices and procedures. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality.

**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 experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. 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 (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE [www.mh.alabama.gov](http://www.mh.alabama.gov). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*"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."*