



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
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JIM REDDOCH, J.D.  
COMMISSIONER

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

**JOB TITLE:** Fiscal Manager IV  
(Budget Officer) **NUMBER:** 12-25

**JOB CODE:** K6000 **DATE:** 08/31/2012

**SALARY RANGE:** 84 (\$69,098.40-\$105,403.20) **PCQ#:** 8813346

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36130-1410

**QUALIFICATIONS:** Bachelor's degree in Accounting OR a bachelor's degree in any other field that includes the completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting OR current status as a Fiscal Manager III or Accounting Manager, plus experience (60 months or more) in professional accounting, which must include (48 months or more) supervisory experience. *Preference will be given to individuals with experience in working with the legislative process or in the public sector.*

**KIND OF WORK:** This is highly responsible administrative and fiscal management for the Office of Budgets and Analysis. The employee in this position plays an integral role in budget development and planning and provides frequent advice and recommendations concerning fiscal compliance with various rules, policies and regulations. Work includes formulating the Annual Budget Request and Operations Plan documents; analyzing, monitoring, and reporting on the Department's actual revenues and expenditures; and, providing accurate and timely analyses. Work is assigned and evaluated by the Chief Financial Officer.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of and ability to use Accounting principles and Business Management. Knowledge of State fiscal procedures and Federal regulations pertaining to programmatic and administrative funding streams. Ability to analyze problems and apply sound judgement. Ability to plan, organize, and direct efforts to meet long term and short term goals. Ability to analyze budgets and revenue projections. Ability to prepare and interpret financial reports and statements. Ability to use available resources to meet specified deadlines and time frames. Ability to establish and maintain effective working relationships with departmental officials, superiors, and members of the executive budget office, legislature, and other governmental entities. Ability to organize and present clear and concise oral and written reports of findings and recommendations.

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

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, Department of Mental Health Facility Personnel Offices, or by visiting our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application 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 Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of Licenses/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university directly to the HR office at the above address.

**DEADLINE:** Until Filled