



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Fiscal Manager I **NUMBER:** 14-05
JOB CODE: K3000 **DATE:** June 13, 2014
SALARY RANGE: 75 (\$41,258.40 - \$62,529.60) **PCQ#:** 8813262
JOB LOCATION: Alabama Department of Mental Health
100 North Union Street
Montgomery, AL 36130

QUALIFICATIONS: Bachelor's degree in Accounting or in any other field including completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting, including some experience (12 months or more) in accounting; **Or**, current status as an Accounting Assistant II, including some experience (12 months or more) in accounting; **Or**, current status as an Accounting Assistant I, including experience (24 months or more) in accounting.

KIND OF WORK: This is responsible administrative and fiscal management work within the Grants and Billing Section of the Substance Abuse Services Division's Budget, Contracts, and Billing Office. The individual in this position will be primarily responsible for processing provider claims and/or voucher payments. In addition, this position will assist the Division Director with contract preparation and maintenance of the contract portion of the budget, as well as reviewing, analyzing, and tracking provider claims. This position will supervise and direct the work of technical staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of federal and state laws as they relate to fiscal operation of a government agency. Must have working knowledge of accounting practices. Knowledge of contract requirements and funding allocations. Ability to monitor contract performance. Ability to communicate effectively both verbally and in writing. Ability to operate a computer to include various software and internet based programs.

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.

Announcement #14-05

Fiscal Manager I

Page 2

All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at 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 License/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 to the personnel office at the above address.

DEADLINE: July 11, 2014.