



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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JAMES V. PERDUE
COMMISSIONER

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

JOB TITLE: Fiscal Manager III **NUMBER:** 16-23
JOB CODE: K5000 **DATE:** November 4, 2016
SALARY RANGE: 82 (\$59,517.60 - \$90,724.80) **PCQ#:** 8813324
JOB LOCATION: Department of Mental Health
 RSA Union Building
 100 North Union Street
 Montgomery, AL 36130-1410

MINIMUM 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 II or Senior Accountant. Must have considerable experience (48 months or more) in professional accounting, which must include (24 months or more) supervisory experience.

KIND OF WORK: This is advanced professional and administrative work providing fiscal and contract management, compliance monitoring, and general oversight of the Alabama Department of Mental Health (ADMH) Mental Illness Community Programs Annual Budget and Operations Plan. The person in this position will work under the supervision of the Fiscal Manager IV of Mental Health and Substance Abuse Services (MHSA). This position is responsible for assisting the Fiscal Manager IV for the MHSA Division in the development and maintenance of the MI budget and is responsible for MI contracting, assisting in the preparation of grant applications and implementations, and preparing statistical and financial reports to assist in the analysis of services, funding, and outcomes. Other duties includes: Providing timely, accurate advice to the Fiscal Manager IV for the MHSA Division regarding the status of MI finances. Authorize provider payments. Maintain open communication with MI contractors to provide timely information on fiscal policies, procedures and/or regulations affecting MI’s budget, contracts and/or billing processes. Maintain updated records of contract/budgetary transactions. Develop and maintain written fiscal and administrative policies and operating procedures relative to MI’s billing and contract management processes. Implement contract and billing aspects of the Alabama mental health system. Monitor and revise budgets as needed. Review, analyze and track provider claims, services rendered and utilization; Collaborate with the Office of Finance, Data Management, Office of MI Treatment Services and other ADMH offices to ensure that fiscal/regulatory policies and procedures are followed and required information is provided and/or received. Prepare documents as needed by the Contracts Office to issue community services

contracts and amendments; prepare statistical/financial reports to assist in analysis of services, funding and outcomes; Assist in the preparation of the MI Block Grant application and MI Block Grant Report as well as related revision requests. Prepare fiscal reports as requested by ADMH MI Services funding and/or regulatory entities. Monitor, analyze and reconcile MI Communities' contract expenditures with budget and service data and prepare monthly reports in regard to such. Participate in conferences, training sessions and serve on committees as directed. Exercise supervision over assigned staff and complete special projects and other assigned duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of and ability to use Accounting principles and Business Management. Knowledge of accounting practices and experience in the area of accounting. Knowledge of State fiscal procedures. Knowledge of ADMH fiscal policy and procedures for operations of fiscal responsibilities. Knowledge of MHSA grant programs and CMS regulations regarding programs. Knowledge of MHSA grant programs for preparation of the contracts for providers. Knowledge of federal and state laws as they relate to fiscal operations of a government body. Must possess knowledge and ability to operate a personal computer and various Microsoft Office Software programs, to include Excel and the Internet. Ability to analyze situations, rules, regulations, policies, and procedures, and formulate an effective course of action. Ability to maintain accurate records and develop reports. Ability to communicate effectively verbally, electronically and in writing.

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 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: December 16, 2016