



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, ALABAMA 35404
205-507-8000
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

AUDREY MCSHAN
FACILITY DIRECTOR

EMPLOYMENT OPPORTUNITY

JOB TITLE: Accounting Assistant I
OPEN DATE: 11/4/2022
CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama
NUMBER: 22-26
JOB CODE: K1000

SALARY

- Range 57 (\$27,408.00 - \$44,860.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Graduation from a standard high school.
- 12 months or more responsible clerical accounting work experience.

KIND OF WORK

- Maintains established staffing levels for all programs each shift.
- Receives call-ins, noting the reason and expected return date, with follow up as appropriate.
- Ensures timely posting and implementation of Mandatory Overtime List when required.
- Addresses employees' requests for leave with established guidelines and communication with supervisors.
- Prepares monthly schedules for Mental Health Workers to be submitted to Nursing Service Administration no later than the 5th of each month.

- Communicates appropriate staffing information with nursing supervisors and timekeepers.
- Completes records and logs associated with staffing.
- Maintains organization of staffing office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic accounting principles.
- Ability to operate general office equipment.
- Ability to prepare, create, and disseminate data.
- Ability to work under pressure and meet strict deadlines.
- Ability to multi-task functions.
- Ability to communicate effectively both verbally and in writing.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.