



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 BRYCE HOSPITAL  
 1651 RUBY TYLER PARKWAY  
 TUSCALOOSA, AL 35404  
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Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

Audrey McShan  
 Facility Director

## EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	Accounting Assistant I (Staffing Coordinator)	<b>OPEN DATE:</b> 11/22/2024 <b>CLOSE DATE:</b> Until Filled
<b>JOB LOCATION:</b>	Bryce Hospital Tuscaloosa, Alabama	<b>NUMBER:</b> 24-31 <b>JOB CODE:</b> K1000

### SALARY

- Range 57 (\$28,514.40 – \$46,672.80 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

- Maintain established staffing levels for all programs.
- Receive call-ins noting the reason and expected return date.
- Timely posting of and implementation of Mandatory Overtime list.
- Address employees’ requests for leave.
- Prepare monthly schedules for MHTs to be submitted to Nursing Administration.



- Communicate appropriate staffing information with nursing supervisors and timekeepers.
- Complete records and logs associated with staffing.
- Communicate/exchange information with staff in a positive and respectful manner.
- Maintain organization of Staffing Office.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of accounting principles and practices.
- Knowledge of computer programs, various software, and general office equipment.
- Knowledge of computer and various Microsoft Office packages and general office equipment.
- Demonstrated ability to communicate effectively both orally and in writing.
- Knowledge of file maintenance and record keeping.
- Ability to accurately complete records, forms, reports, and other documentation.
- Ability to be always courteous and professional with patients, employees, and the public.
- Ability to maintain strict confidentiality.
- Knowledge of mathematics to include addition, subtraction, multiplication, division, and basic statistics.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions. • Ability to work under pressure and meet strict deadlines.

### **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.