



- Receives, counts, and deposits money (i.e., cash, checks, and money orders) to provide accountability for funds received by the Facility for patient accounts.
- Compiles, updates, maintains, and retrieves information pertaining to patient funds.
- Copies and reproduces contracts and files.
- Completes reports, exchanges information with requesting parties, and maintains records for documentation and future reference.
- Prepares and maintains records of non-consumable property.
- Takes (or assists in taking) physical inventory of non-consumable property.

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

- Knowledge of Accounting principles and practices.
- Knowledge of billing practices, procedures, and generating payment vouchers.
- Ability to use a personal computer, various software programs, and general office equipment.
- Ability to reconcile purchase requisitions.
- Ability to work under pressure and meet strict deadlines.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to communicate effectively, both verbally and in writing.
- Ability to be courteous and professional with patients, employees, and the general public.
- Ability to maintain strict confidentiality.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions.

#### **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.**

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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.