



Accounting Assistant II

Announcement Number	26-03	Job Code	K2000
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Employment Type	Full-Time
Job Location	Taylor Hardin Secure Medical Facility
Salary/Pay Rate	Range 67 (\$35,625.60 - \$59,572.80 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	01/23/2026
Close Date	Until Filled

Minimum Qualifications

- Graduation from a standard high school.
- 24 months or more responsible experience in clerical accounting.

Key Responsibilities

- Maintains Accounts Payable by means of processing requisitions, purchase orders, auditing of invoices, and all other documents by entering into the AP accounting system.
- Reviews outstanding purchase order files.
- Prepares and reviews requisitions, contract services, and blanket purchase orders.
- Enters payment vouchers and monetary receipts.
- Maintain records of Accounts Payable to include reports, balances and reconciliations.
- Manage information on purchase orders, accounts payable, and medical consultation.
- Performs other related duties as necessary and assist coworkers were needed.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of Accounting principles
- Knowledge of billing practices and generating payment vouchers
- Knowledge of computer programs and various software
- Ability to operate general office equipment
- Ability to reconcile purchase requisitions
- Ability to prepare, create, and disseminate data
- Ability to work under pressure and meet strict deadlines
- Ability to multi-task functions
- Ability to make arithmetic calculations with reasonable speed and accuracy
- Ability to establish priorities and coordinate work activities of others
- Ability to communicate effectively both orally and in writing

Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.

- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

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.**

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.

APPLY NOW