



Fiscal Manager II

Announcement Number	26-29	Job Code	K4000
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Employment Type	Full-Time
Job Location	Taylor Hardin Secure Medical Facility Tuscaloosa, Alabama
Salary/Pay Rate	Range 80 (\$62,284.80 - \$104,719.20 Annually)
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	9/11/2026
Close Date	Until Filled

Minimum Qualifications

Bachelor's degree in Accounting, preferably supplemented by professional certifications in accounting, or current permanent status as a Fiscal Manager I with the ADMH Exempt System or Staff Accountant with the State Merit System.

24 months or more experience in professional accounting, which must include 12 months or more supervisory experience.

Key Responsibilities

- Manages and provides technical assistance to accounting assistants for billing and remittance activities or issues.
- Supervises assigned staff.
- Maintains Accounts Payable reports, balances, and reconciliations.
- Assists with monitoring purchases.
- Acts as Property Officer.
- Reviews, tracks, and manages facility contracts and activities.
- Coordinates with various departments relating to purchases or other concerns regarding business services.
- Performs other related duties necessary to the effective operations of the facility, as assigned and required by supervisor and Facility Director, including acting as the Fiscal Manager III's Designee in her absence as well as assisting with budget as needed.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of budgeting, purchasing, accounts payable, accounting practices, contract management, and warehouse, materials, and property management.
- Knowledge of and ability to utilize accounting principles.
- Ability to analyze problems and apply sound judgment.
- Ability to supervise staff.
- Ability to provide training and technical assistance.
- Ability to plan, organize, and prioritize work activities.
- Ability to effectively accomplish tasks with and through the work of others.
- Ability to communicate effectively, verbally, in writing, and electronically.
- Ability to establish and maintain effective working relationships with all levels of staff.

- Ability to use a personal computer, MS Office Software, and the internet.

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