



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, AL 35401
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Johnny R. Tice,
DNP, MBA, MA, CRNP
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Fiscal Manager III

OPEN DATE: 08/15/2025

CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper Geriatric Psychiatry
Center - Tuscaloosa, Alabama

NUMBER: 25-12

JOB CODE: K5000

SALARY

- Range 83 (\$74,296.80 - \$125,304.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

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.
- Longevity bonus annually after 5 years of employment.
- 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

- Bachelor's degree in accounting, preferably supplemented by professional certifications in accounting.
- 48 months or more experience in professional accounting, including...
- 24 months or more supervisory experience.

OR

- Current permanent status as a Fiscal Manager I or Fiscal Manager II with the Alabama Department of Mental Health Exempt System, or Staff Accountant or Senior Accountant with the State Merit System.
- 48 months or more experience in professional accounting, including...
- 24 months or more supervisory experience.



KIND OF WORK

- Responsible fiscal management work assisting in managing and supporting the accounting and budgetary activities for the facility.
- Responsible for budgeting, dispersing, and accounting funds allocated for assigned area.
- Renders regular and special reports on appropriations and encumbrances.
- Provides supervision over professional accounting staff.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of budgeting, fiscal management, purchasing, accounts payable, accounting, contract management, patient funds, and warehouse/materials management.
- Knowledge of and ability to utilize accounting principles and business management.
- Ability to analyze problems and apply sound judgment.
- Ability to develop, recommend, and communicate policies.
- Ability to supervise staff.
- Ability to utilize resources to meet specified deadlines.
- Ability to plan, organize, and prioritize work activities.
- Ability to accomplish tasks with and through the work of others effectively.
- Ability to communicate effectively verbally, in writing, and electronically.
- Ability to establish and maintain effective working relationships all levels of staff.
- Ability to use a personal computer, MS Office Software, and the internet.

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.

EQUAL OPPORTUNITY EMPLOYER