



Accounting Assistant I

Announcement Number	26-15	Job Code	K1000
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Employment Type	Full-Time
Job Location	Mary Starke Harper Geriatric Psychiatry Center
Salary/Pay Rate	Range 57 (\$29,085.60 – \$47,606.40 Annually).
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	09/25/2026
Close Date	Until Filled

Minimum Qualifications

Graduation from a standard high school.
12 months or more responsible clerical accounting work experience.

Key Responsibilities

- Provides administrative support to the Nursing Services Department.
- Completes and maintains daily staffing sheets per shift and ensures accuracy.
- Completes, reviews, and maintains call-in slips and ensures proper distribution to department heads or supervisors.
- Maintains a list for voluntary and mandatory overtime and manage the overtime list to ensure safe staffing numbers.
- Assumes responsibility for the Staffing Coordinator in his/her absence. Available flexible hours as needed to assist with the daily operations of the staffing office.
- Answers telephone and accurately record information and forward to the appropriate MHW Supervisor or RN Supervisor.
- Coordinates patient's transportation to and from appointments, DCH, discharges and trial visits.
- Maintains an inventory of all keys kept in the staffing office and ensures all keys are accounted for at the end of each shift.
- Organizes and maintains retention files: i.e. patient accountability forms, 24-hour report sheets, daily run-round, monthly work schedules, etc.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of computer programs, various software, and general office equipment.
- Knowledge of basic accounting principles.
- 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.
- Ability to work under pressure and meet strict deadlines

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