



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Fiscal Manager I	NUMBER:	19-51
JOB CODE:	K3000	DATE:	10-11-2019
SALARY RANGE:	75 (\$43,346.40 - \$65,695.20)	PCQ#:	8826005
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, preferably supplemented by professional certifications in accounting.
- 24 months or more experience in advanced accounting work.
- OR**
- Current permanent status as an Accountant with the State Merit System.
- 24 months or more experience in advanced accounting work.
- OR**
- 48 months current permanent status as an Accounting Assistant II with the ADMH Exempt System or an Accounting Technician with the State Merit System.

KIND OF WORK:

- Export reports from ASAIS and prepare ASAIS Contract Field Voucher Payments.
- Track funding allocated from grant funding codes.
- Maintain and disseminate contract balance sheets to providers monthly for reconciliation to eliminate over and underpayments.
- Provide technical assistance to providers regarding service data and distribute Contract Balance Sheets for every check written.
- Serves as liaison between program managers/coordinators and ADMH finance regarding needs.
- Assists in contract preparation and maintenance of the contract portion of the budget and amendments as needed.
- Assist Fiscal Managers and Director of Budgets, Contracts, and Billing with development and maintenance of substance abuse contracts.
- Review and evaluate records, organizational procedures and financial controls systems.
- Collect and analyze contractual service data.
- Participates in meetings, conferences, and training sessions as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Alabama's mental health or substance abuse treatment service delivery system.
- Working knowledge of accounting practices.
- Knowledge of contract requirements and funding allocations.
- Knowledge of federal and state laws, rules, regulations and procedures pertaining to substance abuse treatment services involving confidentiality, privacy and other client right issues.
- Ability to monitor contract performance.
- Ability to independently research assigned issues, identifying pertinent information, and formulate appropriate reporting mechanisms.
- Ability to enter data into multiple PC-based systems/databases.
- Ability to establish and maintain complex records, use coding and filing systems, retrieve and compile data, and develop reports.
- 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 develop, organize, and conduct trainings effectively.
- Ability to provide training and technical assistance.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, agencies, organizations, other state level staff, committees, and the public.
- Ability to use a personal computer, MS Office Software, and the internet.
- Ability to work flexible hours, including before and after the established work hours.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded 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.

DEADLINE: November 8, 2019

EQUAL OPPORTUNITY EMPLOYER

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