



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
RSA UNION BUILDING  
100 NORTH UNION STREET  
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Kimberly G. Boswell  
Commissioner

## EMPLOYMENT OPPORTUNITY – REVISED

**JOB TITLE:** Fiscal Manager I

**OPEN DATE:** 08/30/2024

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama

**NUMBER:** 23-52

**JOB CODE:** K3000

### SALARY

- Range 77 (\$52,761.60 - \$88,524.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 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, or current permanent status as an Accountant with the State Merit System.  
**Experience in fiscal administrative work may substitute for the degree requirements on a year-for-year basis.**
- 24 months or more experience in advanced accounting work.

### KIND OF WORK

- Prepares, reviews, and processes contracts, amendments, and requests for proposals for ADMH in accordance with federal and state regulations.
- Creates, scans, and reviews all contracts and amendments for ADMH service divisions and facilities.
- Creates and advertises requests for proposals for professional services contracts.
- Enters contracts and amendments into the designated tracking system.
- Communicates with various state agencies, contractors, and ADMH staff regarding the process and location of contracts and amendments.



- Maintains spreadsheets for contract amounts, Governor's Office report, vendor's insurance, E-Verify, and completed contracts.
- Prepares and delivers ADMH contracts for submittal to the Legislative Contract Review Committee.
- Assists with the development of policies and procedures to ensure the timely processing of contracts and amendments.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of federal and state laws as they relate to the accounting operations of a government body.
- Knowledge of accounting principles and business management.
- Knowledge of and ability to process contracts and contract amendments.
- Knowledge of and ability to use STAARS or similar accounting systems.
- Ability to analyze problems and apply sound judgment.
- Ability to establish and maintain records, retrieve and compile data, and develop reports.
- Ability to plan, organize, and prioritize work activities.
- Ability to establish and maintain good working relationships with all levels of staff.
- Ability to communicate effectively in a clear and concise manner.
- Ability to operate various computer software programs, including Microsoft Excel.

## **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.