



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Fiscal Manager III
 (Assistant Director of Fiscal Services)

OPEN DATE: 7/12/2024
CLOSE DATE: 7/26/2024

JOB LOCATION: Department of Mental Health
 RSA Union Building
 100 North Union Street
 Montgomery, Alabama 36130

NUMBER: 24-40
JOB CODE: K5000

SALARY

- Range 83 (\$72,840.00 - \$122,846.40 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.
- 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

- Manages the Division of Developmental Disabilities Community Service budgets and contracts in accordance with Alabama’s Fiscal Policies and Procedures.
- Ensures that budgets and contracts are prepared/entered.
- Assists in timely and accurate preparation of the annual Operation Plan and Legislative Budget Request for Developmental Disabilities.



- Writes and processes the release of payments for ADMH waiver service providers.
- Prepares and consolidates monthly community budget status reports and budget revisions within the timeline required.
- Monitors and ensures Arc/Arc type payments are processed accurately.
- Assists the Regional Fiscal Managers in preparing contracts, amendments, revisions, and budgets operation changes for special projects.
- Prepares billing for the Department of Education participants to be reimbursed to ADMH.
- Participates and assists the Regional Fiscal Managers with fiscal matters, regional provider meetings, and provider reviews.
- Resolves problems in accordance with ADMH and Alabama Medicaid Agency requirements.
- Assists with the preparation of accurate and timely correspondence, financial planning documents, and special reports and projects.
- Assists the Division of Developmental Disabilities Fiscal Operations with fiscal matters and regional office needs.
- Performs all duties as assigned by the Director of Fiscal Services.
- Acts as the designee in the absence of the Director and Regional Fiscal Managers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to utilize accounting principles and business management.
- Knowledge of applicable federal, state, and local laws and regulations.
- Knowledge of the state fiscal policies and procedures and state bid law.
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to recipient services involving confidentiality, privacy, and other recipient rights issues.
- Skilled in the use of Microsoft Excel.
- Ability to analyze problems and apply sound judgment.
- Ability to develop, recommend, and communicate policies.
- Ability to supervise staff.
- Ability to analyze budgets and revenue projections.
- Ability to utilize resources to meet specified deadlines.
- Ability to monitor contract performance.
- Ability to independently research assigned issues, identify pertinent information, and formulate appropriate reporting mechanisms.
- Ability to enter data into multiple PC-based systems and 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 provide training and technical assistance.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, providers, organizations, other state-level staff, committees, and the public.
- 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**

EQUAL OPPORTUNITY EMPLOYER

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>

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.