



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

EMPLOYMENT OPPORTUNITY

Kimberly G. Boswell
Commissioner

JOB TITLE: Fiscal Manager II

OPEN DATE: 11/1/2024

CLOSE DATE: 11/29/2024

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

NUMBER: 24-65

JOB CODE: K4000

SALARY

- Range 80 (\$61,063.20 - \$ 102,664.80 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.
- 24 months or more experience in professional accounting, including...
 - 12 months or more supervisory experience.

OR

- Current permanent status as a Fiscal Manager I with the ADMH Exempt System or Staff Accountant with State Merit System.
- 24 months or more experience in professional accounting, including...
 - 12 months or more supervisory experience.

KIND OF WORK

- Develops and monitors the Infant Early Childhood Special Programs and Autism Services annual budget requests and operations plan.
- Prepares monthly budget status reports, and other financial analysis for all areas of Infant Early Childhood Special Programs and Autism Services.
- Performs all accounting operations of Infant Early Childhood Special Programs and Autism Services



- Purchases supplies and equipment, payables, and inventory control.
- Prepares budget revisions, journal vouchers, and budget transfers to the annual budget as needed throughout the fiscal year.
- Tracks expenditures, contracts, MOU's, MOA's, and other financial data as needed via Excel spreadsheets.
- Manages contracts, agreements, MOU's, MOA's, to include grant management.
- Prepares required documents for renewals and/or RFP's, contract cover sheets, and amends throughout the year as needed.
- Promotes ADMH's mission and initiatives and the directives of the Director of Child and Family services by exhibiting leadership qualities that create an environment of professionalism, credibility, trust, transparency, and support internally among all stakeholders.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal and state laws as they relate to fiscal operations of a government body.
- Knowledge of and ability to utilize accounting principles and business management.
- Knowledge of and ability to use STAARS or similar accounting systems.
- 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 extensive experience with Microsoft Excel.
- Ability to prioritize work with multiple deadlines.
- Ability to supervise the work of others.
- Ability to prioritize work with multiple deadlines and work with a team of fiscal managers in meeting critical financial deadlines.

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>

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