



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: Accounting Assistant II **OPEN DATE:** 12/13/2024
CLOSE DATE: 01/10/2025

JOB LOCATION: Department of Mental Health **NUMBER:** 24-73
 RSA Union Building **JOB CODE:** K2000
 Montgomery, Alabama 36130

SALARY

- Range 67 (\$35,625.60- \$ 59,572.80 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

- Graduation from a standard senior high school.
- 24 months of responsible clerical accounting experience.

KIND OF WORK

- Follows policies and procedures of the Alabama Department of Mental Health and Operational Guidelines of the Division of Developmental Disabilities (DDD).
- Maintains all computer/printer software for the division.
- Responsible for maintaining division property.
- Prepares supply orders and manages supply inventory.
- Coordinates the travel schedule for all division vehicles and reports the monthly mileage.
- Ensures that the division vehicles are clean and properly maintained.
- Provides office equipment maintenance.
- Maintains a filing system.



- Promotes the Department's mission, initiatives, and Fiscal Manager's directives by exhibiting leadership qualities that create an environment of professionalism, credibility, trust, transparency, and support both internally among all department staff and externally among all stakeholders.
- Submit statewide claims to Medicaid for DD providers who are not enrolled as Medicaid providers.
- Bills Medicaid for Community Waiver Program (CWP) support coordination services.
- Performs other various special projects for the division.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Accounting principles.
- Knowledge of billing practices and generating payment vouchers.
- Knowledge of computer programs and various software.
- Ability to operate general office equipment.
- Ability to reconcile purchase requisitions.
- Ability to prepare, create, and disseminate data.
- Ability to work under pressure and meet strict deadlines.
- Ability to multi-task functions.
- Ability to make arithmetic calculations with reasonable speed and accuracy.
- Ability to establish priorities and coordinate work activities of others.
- Ability to communicate effectively both verbally and in writing.

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:](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.

EQUAL OPPORTUNITY EMPLOYER