STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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KAY IVEY
GOVERNOR

KIMBERLY G.BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY - REANNOUNCEMENT

JOB TITLE:	Accounting Assistant II	**NUMBER:**	21-10
JOB CODE:	K2000	**DATE:**	January 22, 2021
SALARY RANGE:	67 ($32,280.00 - $48,974.40)	**PCQ#:**	8823087
JOB LOCATION:	Department of Mental Health Region V Community Services 631 Beacon Parkway, Suite 211 Birmingham, AL 35209		

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school.
- 24 months of responsible clerical accounting experience.
- ***Preference will be given to applicants with experience in working with Alabama Division of Intellectual Disabilities Information System (ADIDIS).***

KIND OF WORK:

- Manages accounts payable to ensure invoices are successfully entered into STAARS.
- Manages supply inventory.
- Maintains vehicle mileage log and submits to the Central Office.
- Prepares purchase requisitions for submission to the Fiscal Manager.
- Prepares annual inventory verification.
- Maintains lease vehicle fleet, ensuring that leased vehicles are cleaned quarterly.
- Provides office equipment maintenance.
- Assists Fiscal Manager in providing technical assistance to community providers.
- Follows policies and procedures of the Alabama Department of Mental Health and Operational Guidelines of the Division of Developmental Disabilities (DDD).
- 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.

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 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 our website at www.mh.alabama.gov. **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.

DEADLINE: February 19, 2021

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
https://laserfiche.alabama.gov/Forms/ADMH-Job-Application