



Kay Ivey  
Governor

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
TAYLOR HARDIN SECURE MEDICAL FACILITY  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, AL 35404-1060  
205-462-4500  
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Kimberly G. Boswell  
Commissioner

Daphne Kendrick  
Facility Director

### EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Fiscal Manager III

**OPEN DATE:** 08/09/2024

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
Tuscaloosa, Alabama

**NUMBER:** 24-18

**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**

- Responsible fiscal management work assisting in managing and supporting the accounting and budgetary activities for the facility.
- Responsible for budgeting, dispersing, and accounting funds allocated for assigned area.
- Responsible for payroll management and processing activities for the facility.
- Renders regular and special reports on appropriations and encumbrances.
- Provides supervision over professional accounting staff.
- Performs other related duties as assigned.

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

- Knowledge of budgeting, fiscal management, purchasing, accounts payable, accounting, contract management, patient funds, and warehouse/materials management.
- Knowledge of and ability to utilize accounting principles and business management.
- Ability to analyze problems and apply sound judgment.
- Ability to develop, recommend, and communicate policies.
- Ability to supervise staff.
- Ability to utilize resources to meet specified deadlines.
- 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 establish and maintain effective working relationships all levels of staff.
- 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 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.

**EQUAL OPPORTUNITY EMPLOYER**