



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 II
(MHSU)

OPEN DATE: 04/04/2025
CLOSE DATE: 05/02/2025

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

NUMBER: 25-11
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

- Prepares, reviews, and processes contracts, agreements, MOUs, MOAs, amendments, and requests for proposals for ADMH in accordance with federal and state regulations, in a timely manner.
- Oversees the billing system to ensure accuracy and efficiency.



- Manages government contracts and processes Medicaid payment vouchers in accordance with EOP deadlines.
- Reviews, analyzes, tracks provider claims, services rendered, and recipient utilization patterns to facilitate timely completion of budgetary and program evaluations.
- Maintains spreadsheets to track expenditures per budgets, contracts, and other financial data as needed.
- Provides technical assistance to providers regarding service data and distribute contract balances based on contractual utilization in a timely manner.
- Monitors and reconciles contract expenditures against budget and service data promptly and accurately, including claims, invoices, and journal vouchers.
- Processes, reviews, and approves documents for payments and purchasing operations related to both ADMH Administrative and Community service contracts on a weekly basis with accuracy.
- Supervises the Data Operations Technician and Fiscal Managers I for SU, MI, Autism, and Infant and Early Childhood Community Programs.
- Assists the Fiscal Manager III and the Associate Commissioner of MHSU with any issues pertaining to budgets and billing.
- Serves as a liaison between Program Staff and ADMH Finance to address needs, ensuring funds are allocated appropriately, as demonstrated by communication with and reports reviewed by the supervisor.
- Prepares statistical and financial reports as required to support the timely analysis of services, funding, and outcomes.
- Participates in conferences, meetings, and training sessions as assigned by the supervisor.
- 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.
- Performs any other duties and special projects for the Division of MHSU as assigned.

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.