



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Sonja Rawls
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Accounting Assistant II	OPEN DATE:	08/25/2023
		CLOSE DATE:	Until Filled
JOB LOCATION:	Mary Starke Harper Geriatric Psychiatry Center Tuscaloosa, Alabama	NUMBER:	23-12
		JOB CODE:	K2000

SALARY

- Range 67 (\$34,927.20 – \$58,404.00 Annually).
 - This amount reflects the cost-of-living adjustment effective 09/01/2023.
- 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.
- Continuous opportunities for acquiring CE’s needed for maintaining professional license.
- 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 or more responsible clerical accounting experience.

KIND OF WORK

- Creates and maintains fiscal records.
- Receives and disseminates various reports and printouts.
- Maintains requisitions and verifies codes.
- Corresponds with various vendors.



- Receives and sorts mail.
- Reconciles purchase requisitions and purchase orders.
- Copies and reproduces contracts and files.
- Maintains invoices.

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 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.