



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Fiscal Manager III **NUMBER:** 16-04
JOB CODE: K5000 **DATE:** 02-12-2016
SALARY RANGE: 82 (\$59,517.60 - \$90,724.80) **PCQ#:** 8813356
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Bachelor’s degree in Accounting or a bachelor’s degree in any other field that includes the completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting **OR** current status as a Fiscal Manager II or Senior Accountant. Must have considerable experience (48 months or more) in professional accounting, which must include (24 months or more) supervisory experience.

KIND OF WORK: This is advanced professional and administrative work assisting the Associate Commissioner for the Mental Health and Substance Abuse Services (MHSA) Division in the development and maintenance of the budget for Substance Abuse (SA) Services and for management and supervision of all aspects of SA’s billing and contract management processes, including client enrollment, contract utilization, claims adjudication, and provider reimbursement. Duties include: Advise the Associate Commissioner of MHSA regarding the status of SA finances. Authorize provider payments. Communicate with SA contractors to provide information on fiscal policies, procedures, and regulations affecting SA’s budget, contracts, or billing processes. Maintain updated records of contract/budgetary transactions. Develop and maintain written fiscal and administrative policies and operating procedures relative to SA’s billing and contract management processes. Implement contract and billing aspects of the Alabama Substance Abuse Information System. Monitor and revise budgets. Review, analyze, and track provider claims, services rendered, and utilization. Collaborate with the Office of Finance, Data Management, Office of SA Treatment Services, and other DMH offices to ensure that fiscal/regulatory policies and procedures are followed and required information is provided and received. Prepare documents for the Contracts Office to issue community services contracts and amendments. Prepare statistical/financial reports to assist in analysis of services, funding, and outcomes. Assist in the preparation of the SA Block Grant application and SA Block Grant Report and related revision requests. Prepare fiscal reports for DMH SA Services funding and regulatory entities. Monitor, analyze, and reconcile SA’s contract expenditures with budget and service data and prepare monthly reports.

Participate in conferences, training sessions, and serve on various committees. Exercise supervision over assigned staff and complete special projects and other assigned duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of and ability to use Accounting principles and Business Management. Knowledge of accounting practices and experience in the area of accounting. Knowledge of State fiscal procedures. Knowledge of ADMH fiscal policy and procedures for operations of fiscal responsibilities. Knowledge of MHSA waiver programs and CMS regulations regarding programs. Knowledge of MHSA waiver programs for preparation of the contracts for providers. Knowledge of federal and state laws as they relate to fiscal operations of a government body. Must possess knowledge and ability to operate a personal computer and various Microsoft Office Software programs, to include Excel and the Internet. Ability to analyze situations, rules, regulations, policies, and procedures, and formulate an effective course of action. Ability to maintain accurate records and develop reports. Ability to communicate effectively verbally, electronically and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of 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 this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 26, 2016