



STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
BRYCE HOSPITAL  
1651 RUBY TYLER PARKWAY  
TUSCALOOSA, AL 35404  
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Kay Ivey  
Governor

Kimberly G. Boswell  
Commissioner

Audrey McShan  
Facility Director

## EMPLOYMENT OPPORTUNITY-REVISED REANNOUNCEMENT

**JOB TITLE:** Accounting Assistant II  
**OPEN DATE:** 9/12/2025  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Bryce Hospital  
Tuscaloosa, Alabama  
**NUMBER:** 25-15  
**JOB CODE:** K2000

### SALARY

- Range 67 (\$35,625.60 - \$59,572.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 13 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 CEU'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 of responsible clerical accounting experience.

### KIND OF WORK

- Collates and audits purchase orders, non-purchase order payments and contracts on a daily basis.
- Gathers documentation to support the preparation of Accounts Payable for transmittal to the Central office within 5 days of receipt.
- Codes information into accounts payable system daily. Submitting invoices by due date.
- Maintains suspense files for purchase orders and paid out files for vouchers.
- Carries out hospital directives and priorities as assigned by the supervisor.
- Ensures that the accounts payable unit always follows Bryce hospital standards.



- Communicates with vendors and central office regarding problems with invoices and requesting additional information as necessary.
- Provides yearly cost report data for her vendors.
- Promulgates working relationships with other departments that results in positive outcomes for the department.
- Works as back up cashier at the bank as needed.

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

- Knowledge of accounting principles and practices.
- Knowledge of mathematics to include addition, subtraction, multiplication, division, and basic statistics.
- Knowledge of billing practices and procedures.
- Knowledge of computer and various Microsoft Office packages and general office equipment.
- Knowledge of file maintenance and record keeping.
- Demonstrated ability to communicate effectively both orally and in writing.
- Ability to accurately complete records, forms, reports, and other documentation.
- Ability to be always courteous and professional with patients, employees and the public.
- Ability to maintain strict confidentiality.

#### **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.