
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical
Grid: 10

Class Series: Finance
Class Title: Clerk II, Finance

I. Level Definition

Under close supervision of a Senior Accounting position, positions at this level perform clerical duties related to the accounting function such as listing charges, batching and totaling charges, completing forms and records, typing material such as labels and lists of overdue accounts.

II. Typical Duties

1. Lists, batches and totals information such as outpatient charges, inpatient admissions, transfers and discharges.
2. Completes forms and records by recording or logging information such as number of patients per day, types of procedures performed.
3. Sorts, files and distributes cheques.
4. Types material such as labels and lists of overdue accounts.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.