
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 11

Class Title: Clerk III, Cashier

I. Level Definition

Positions at this level receive, record and account for payments received in accordance with the policies and procedures of the facility.

II. Typical Duties

1. Receives payments for a variety of patient bills and sundry accounts; records payments in cash journals and/or summary sheets and issues change and receipts; makes refunds for overpayments.
2. Balances cash daily against receipts and prepares bank deposits and cash reports; balances cash journals and/or summary sheets.
3. Receives deposits on loan articles such as crutches; issues receipts and maintains loan records.
4. Maintains and balances petty cash account and makes disbursements as required.
5. Receives, checks and deposits patients' valuables for safekeeping; returns valuables in accordance with hospital policy; maintains related records.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and one year's recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

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