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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Finance

**Grid:** 11

**Class Title:** Clerk III, Accounts Receivable,  
Accounts Payable

### **I. Level Definition**

Positions at this level perform clerical duties related to the accounting function such as preparing, processing, batching accounts receivable and/or payable records.

### **II. Typical Duties**

#### **1. Accounts Receivable**

- (a) Bills self-pay patient, out-of-province, workers' compensation and similar sundry accounts.
- (b) Posts billing information such as charges for patient and medical agency accounts by transferring information into appropriate records.
- (c) Receives payments, enters information into cash receipts journal, balances and summarizes journal and receivable accounts by matching and checking payments received against invoices and posting from journal to accounts receivable ledger.
- (d) Follows up on discrepancies such as rejection of preliminary accounts, incorrect personal health numbers and other identifying information.
- (e) Lists overdue accounts and as directed sends out reminders as appropriate.
- (f) Prepares, batches and inputs data such as Inpatient, Outpatient, Day Care, Emergency and other admission forms, admission charges and procedures performed.
- (g) Performs other related duties as assigned.

#### **2. Accounts Payable**

- (a) Matches documents such as invoices, receiving reports, packing slips with purchase orders; contacts appropriate sources such as stores and external suppliers by telephone and/or correspondence regarding matters such as disputed supplier accounts, missing invoices and unmatched documents; refers problems to supervisor.
- (b) Verifies the accuracy of invoices by checking items such as quantities, prices, tax, extensions, discounts and totals; refers problems to supervisor.
- (c) Allocates invoices to internal accounts by assigning codes such as cost centre and general ledger codes and posts to the accounts payable ledger.
- (d) Prepares, batches and inputs accounts payable and inventory data such as invoices, credit and debit notes, manual cheques, inventory issues and voided cheques.
- (e) 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 keyboard at 45 w.p.m.
- (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.