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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, 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.