
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Finance

Grid: 17

Class Title: Clerk IV, Accounts Receivable

I. Level Definition

Positions at this level process accounts receivable including the preparation of adjustment information such as journal vouchers, the billing, reconciling and balancing of accounts to the general ledger, and the follow up on delinquent accounts and/or supervise one or two designated staff.

II. Typical Duties

1. Bills self-pay patient, out-of-province, workers' compensation, MSP and similar sundry accounts, posts billing information such as charges for patient and medical agency accounts to the accounts receivable ledger and balances to the general ledger.
2. 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.
3. Reconciles designated accounts by matching information such as payments received, refunds and invoices issued, and identifying differences. Traces reasons for differences and prepares adjustment information such as vouchers and credit balance refunds to rectify the differences.
4. Follows up on delinquent accounts by initiating and responding to correspondence and telephone contacts with patients, billing agencies and insurers, and tracing accounts returned by Post Office.
5. Selects accounts for collection action, and prepares collections listings and supporting documentation to transfer delinquent accounts to collection agencies; maintains collections files, advises collection agency of payments and queries and provides additional information as required.
6. Supervises one or two designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, successful completion of a recognized accounting course and two years' 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 supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.