



Accounts Receivable Clerk
Full Time, Indeterminate

Job Summary:

The position provides Accounts Receivable Services covered under, T.H.I.S Act, WSCC Act, Reciprocal Billing Agreement, Non-insured Health Services Agreements (NIHB), Metis Health Benefit Agreements and Hay River Health & Social Services Authority (HRHSSA) policies and procedures to ensure billing and collection occurs in a timely and accurate manner. Provide medical billing services to ensure complete and accurate documentation for physician services rendered for outpatient, inpatient and office visits. Provides cashier duties for the HRHSSA (including H.H. Williams Memorial Hospital, HRHSSA Medical Clinic, Woodland Manor and Supportive Living) as the central receiver of cash for operations, capital, donation and patient trust funds, ensuring that receipts are recorded and deposited in the bank in an accurate timely manner.

The position reports to the Finance Manager in the Finance Department, located in the H.H. Williams Hospital. The incumbent prepares accounts receivable billings and receipts amounting to approximately 2 million per year. This involves processing ~1700 invoices, and ~2000 receipts per annum, for an accounting system with 55 cost/revenue centers. The Accounts Receivable clerk provides direction to other related departments with regard to billing requirements, and is the primary contact for accounts receivable enquiries.

Job Qualifications:

- Ability to understand basic accounting concepts and procedures, in order to complete work correctly, detect and correct problems, and to interpret financial reports.
- Ability to interpret the billing implications of agreements and contracts. (N.I.H.B. and Out of Territory Agreements).
- Good verbal and written communication skills in order to effectively deal with staff, clients, third party agencies and other health HRHSSA.
- Ability to use computerized spreadsheet, word processing and accounting software tools.
- Ability to work independently with minimal supervision, and also work well in teams. Ability to cross train with others in the finance office to facilitate backup coverage and promote maximum mobility.

This level of knowledge, skills and abilities are normally obtained through the completion of a first level of a recognized post-secondary Accounting Program, and 2 years' experience in a computerized accounts receivable environment, preferably in a health environment.

Salary: \$31.16 to \$37.20 per hour (Range 8)
Status: Full Time, Indeterminate
Reference #: 004-19
Closing Date: April 22, 2019

In addition to an attractive salary, we offer a Northern Allowance of \$2.86 per hour up to \$5,571 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants may apply quoting competition number to:

Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway, Hay River, NT X0E 0R6
Phone: (867) 874-8341 Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*