



## IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
<b>U-06-12-1115</b>	<b>Accounting Clerk</b>	
<i>Department</i>	<i>Position Reports to:</i>	<i>Location</i>
<b>Finance</b>	<b>Finance Manager</b>	<b>H.H. Williams Memorial Hospital</b>

## PURPOSE OF THE POSITION

The position provides accounts payable and medical billing services. Accounts payable services include: processing all invoices, disbursing payments, maintaining ledgers, maintaining vendor files, confirming accuracy of coding and performing special analysis, as assigned by the Finance Manager. The position is the primary relief backup to the Payroll Officer and the Accounts Receivable Clerk position. The job is performed within guidelines established by GAAP, FAM, HRHSSA policies and procedures. Medical billing services provide accurate and timely shadow billing on a regular routine basis to ensure complete and accurate documentation for physician services rendered for outpatient, inpatient and office visits. The medical billing services are covered under the Territorial Health Insured Services (T.H.I.S.) Act and Hay River Health & Social Services Authority policies and procedures to ensure billing and collection occurs in a timely and accurate manner

## SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families

and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The Position reports to the Finance Manager and is located in the Finance Department. This position is responsible for preparing, verifying and processing financial documents; auditing and processing employee travel and the accounting entry and verification of financial transactions for both accounts payable and shadow billing. The position will provide primary relief to the Payroll Officer and the Accounts Receivable Clerk during their absence. The position is the primary contact person for both internal and external personnel, in regards to all aspects of shadow billing and accounts payable processes. It is expected that approximately 80% of the time will be spent processing accounts payable and 20% processing shadow billing.

## **RESPONSIBILITIES**

- 1. Provides accounts payable services, in accordance with HRHSSA Policy and Procedures and in conjunction with departmental controls.***

### **Main Activities:**

- Ensures that all payments are processed in accordance with the Financial Administration Act, regulations and directives issued by the Financial Management Board (FMB) and the Department of Finance, including the Financial Administration Manual.
- Works in cooperation with Material Management and Department Managers to ensure that invoices are submitted for payment on a timely basis, properly authorized, properly coded and accurately recorded in the Virtuo Accounts Payable system. Also ensures that all required supporting data is attached and that additions and extensions are correctly calculated.
- Reconciles monthly corporate credit card statements and ensures timely payment of credit card invoices
- Makes payments for invoices due on a regular weekly basis, and in emergency situations as authorized, to ensure that commitments to vendors and clients are met as required and costs are reduced through the taking of discounts and avoidance of penalties.
- Acts as the primary contact for all vendor inquiries, collects information, completes monthly vendor reconciliations and resolves discrepancies to keep the accounts in good standing.
- Maintains filing systems for vendors and reports such as, postings, imports, exports, monthly aged list of accounts payable and other related files as they may be required, to ensure ease of access, security of files, and protect confidential nature of the documents.
- Prepares accounts payable reports and balances the sub ledger to the General Ledger monthly.

- Prepares spreadsheet required for T4A preparation
  - Counts cash, write up deposit slip and takes deposits to the bank daily
  - Takes government remittances and other payments to the bank as required
  - Assists with special projects or account analysis as required.
2. ***Prepares journal entries and enters into the Virtuo General Ledger System on a monthly basis, to ensure that all adjustments are recognized and accurately into the appropriate accounting period.***

**Main Activities:**

- Prepares and enters journal entries for other adjustments monthly.
3. ***Processes and audits staff travel for duty, educational, and medical travel purposes. Ensures all travel is properly authorized, properly coded and submitted in a timely fashion. Ensures reimbursement of expenses are in accordance with current policies and procedures specific to travel by the most economical means.***

**Main Activities:**

- Ensures all travel requests are complete, are in accordance with approved GNWT travel policies and are properly authorized.
  - Audits travel claims to ensure that charges are properly coded and authorized, are in accordance with rate schedules, and appropriate receipts are attached.
4. ***Manages and maintains the physician shadow billings through the ICORE Program, ensuring accuracy, completeness and timeliness of processing.***

**Main Activities:**

- *Registration of the physician through the Department of Health and Social Services and the GNWT in order to process physician billings through the ICORE program.*
  - *Register doctor fee codes and doctor fees through ICORE*
  - *Follow-up on weekly submissions to ensure billings are accepted*
  - *Correction of data as required*
- *Data enter the source documents (billing cards and patient forms) in the ICORE Program in a timely, accurate and complete fashion*

- *Assigns physician fee code to Out Patient forms (OPD), Hospital Admission and Separation Forms (IP) and Clinic Daysheets.*
- *Data enter all relevant data including the appropriate physician code and ICD code into ICORE*
- *Receive detailed pay-run reports from the Department of Health in Inuvik outlining the amounts paid based on data entry*
- *Reconciles claims submitted to claims paid and deals with discrepancies*

**5. *Provides relief services to payroll as required by processing payroll through the Virtuo Payroll System, to ensure continuity of payroll operations in the event of the absence of the Payroll Officer.***

**Main Activities:**

- Processes payroll
- Prints payroll reports
- Reconciles payroll accounts
- Requisitions payroll remittances

**6. *Provides relief services to Accounts Receivable as required by processing billings and receipts through the Virtuo Accounts Receivable System, to ensure continuity of financial operations in the event of the absence of the Accounts Receivable Clerk.***

**Main Activities:**

- Prepares and processes invoices from source billing information
- Records, enters and posts receipts
- Performs the A/R reporting function
- Reconciles sub ledger to the general ledger monthly
- Maintains related filing systems for clients and reports.
- Reviews bank deposits and takes deposits to the bank as required

**Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

### **Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge and experience with financial accounting systems software, spreadsheet and word processing applications sufficient to interpret financial reports and maintain accounting records. Experience with the Virtuo accounting system would be an asset

Understanding of the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies and procedures

Ability to pay attention to details to ensure invoices and outpatient forms are coded and calculated accurately

Tactful verbal and written communication skills in order to effectively deal with vendors, department heads, and other co-workers

Knowledge and practical application of MIS Standards [aka Guidelines] and general ledger chart of accounts

Ability to organize and schedule work in order to set priorities and meet deadlines

Basic understanding of the ICD (International Classification of Diseases) codes as detailed in the ICD Code Book to diagnosis provided on the source documentation (Billing cards and Patient forms)

Knowledge of Medipatient and ICORE program in order to process physician billings efficiently and accurately

This level of knowledge, skills and abilities are normally obtained through the 1<sup>st</sup> level of a post secondary accounting program and 3 years experience in a computerized financial environment with at least 1 year of experience in a health environment.

## **WORKING CONDITIONS**

### **Physical Demands**

Computers are a primary tool and approximately 75% of each day will be spent using the Virtuo financial applications module, related spreadsheet, word processing programs and the ICORE program.

### **Environmental Conditions**

The incumbent shares an office with other co-workers. The office is very small and there is a high level of disturbance since there is no privacy or sound proofing to separate office areas.

### **Sensory Demands**

High level of concentration required in order to understand complex accounting concepts and procedures and the complexity of physician billings.

### **Mental Demands**

Deals with conflicting priorities and tight deadlines.

Requires high levels of concentration in an environment filled with frequent interruptions. There is significant level of disturbance/noise from the other office workers, due to deficiencies of office space.

**CERTIFICATION**

**Position Number: U-06-12 -1115**

<hr/> <b>Employee Signature</b>  <hr/> <b>Printed Name</b>  <hr/> <b>Date</b>  <b>I certify that I have read and understand the responsibilities assigned to this position.</b>	<hr/> <b>Supervisor Title</b>  <hr/> <b>Supervisor Signature</b>  <hr/> <b>Date</b>  <b>I certify that this job description is an accurate description of the responsibilities assigned to the position.</b>
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<hr/> <b>Director/Chief Executive Officer Signature</b>	<hr/> <b>Date</b>
<b>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</b>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

November 2004 – Editorial Changes only  
April 1, 2008 – Substantial changes  
January 2010 – Substantial changes  
August 2014 – Substantial changes, name change from Senior Accounting/Accounts Payable Clerk to Accounting Clerk  
September 2017 – scope, logo, commitment statement