



Accounts Receivable Clerk, Finance

Salary: Range 10, \$79,326 to \$94,770 per year (\$40.68 to \$48.60 per hour)

Status: Full-time, Term to March 31, 2027

Competition #: 020-26

Closing Date: June 12, 2026

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 HRHSSA Medical Clinic, Dietary services, Emergency Department, Information, Desk, Public Health, Community Counselling, Woodland Manor and Supportive Living) as the central receiver of monies for operations, capital, donation and patient trust funds, ensuring that receipts are recorded and deposited in the bank in an accurate timely manner.

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
- Working knowledge of regulations pertaining to payroll and strong knowledge of union contracts
- Knowledge and understanding of business processes and invoicing policies for health organizations
- Knowledge of health terminology
- Knowledge of Insured Services Tarriff and NTHSSA Service Fee Guide in order to carry out medical billing responsibilities
- Ability to set priorities, organize daily workload, and meet deadlines
- Good verbal and written communication skills in order to effectively deal with staff, clients, third party agencies, and other Health Authorities
- Verbal conflict resolution skills to effectively communicate with clients in invoicing or collections situations and with staff in relief payroll situations
- Ability to take initiative, effectively problem-solve, and demonstrate critical thinking skills
- Performs duties such as data entry and account coding with a high degree of accuracy
- 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.
- Ability to handle confidential information
- Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.



Hay River Health & Social Services Authority
Administration des services de santé et des
services sociaux de Hay River

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. Coursework in medical terminology is an asset.

In addition to an attractive salary, we offer a Northern Allowance of \$2.33 per hour, up to \$4,358 per year, extended health and dental benefits, a generous relocation package, ample leaves, and abundant in-house training. All job offers are subject to references, a criminal records check (including the vulnerable sector), and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca