



UNION JOB DESCRIPTION

JD1241

JOB TITLE:	Billing Clerk	JOB DESCRIPTION NO.:	40660/F.CI.10205.002
CLASSIFICATION:	Clerk IV, Accounts Receivable	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10205
UNION:	HEU	JOB/CLASS CODE:	SI: 40660 CI.NI: 10205
PROGRAM/DEPARTMENT:	Financial Operations	BENCHMARKS (If Applicable):	10205
REPORTING TO:	Manager or designate		
FACILITY/SITE:	SI Home Support (Saanich Gulf Islands, Urban Greater Victoria, Esquimalt Westshore Sooke); Nanaimo Regional General Hospital (NRGH); Cowichan District Hospital (CD); West Coast Regional General Hospital (WC)		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

This position performs a variety of routine duties relating to accounts receivable, billing, and/or cash receipting. Duties include entering accounts receivable and billing data into a computerized system, calculating billings, reconciling and balancing billings and accounts receivable, maintaining related records, following up on overdue accounts as directed, depositing receipts, and maintaining petty cash.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Enters data such as billing and accounts receivable information into a computerized system.
2. Calculates patient/client billing totals; prepares required invoices and receipts; reconciles and balances billings to source documents and to the general ledger; and forwards invoices to patients/clients or billing agencies.
3. 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 account receivable ledger.
4. Follows up on overdue accounts by contacting patients/clients.
5. Maintains related records and gathers and compiles information and documents such as lists of overdue accounts, as directed by the supervisor.
6. Answers routine inquiries by telephone and in person. Refers complex problems to supervisor.
7. Receives, records and balances cash transactions, including maintaining a petty cash account.
8. Prepares and makes bank deposits.
9. Performs other related duties as assigned.

QUALIFICATIONS:**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.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.