



Hay River Health & Social Services Authority
3 Gaetz Drive, Hay River, Northwest Territories X0E 0R8

Accounts Receivable Clerk

Casual

JOB SUMMARY:

Reporting to the Finance Supervisor, in the Finance Department, the Accounts Receivable Clerk is located in the H.H. Williams Hospital. The position provides Accounts Receivable Services covered under, T.H.I.S Act, WCB 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.

JOB QUALIFICATIONS:

Education and Training

High School

Completion of a first level of a recognized post secondary Accounting Program

1-2 years experience in a computerized financial environment

Special Skills and Knowledge

Ability to interpret the billing implications of agreements and contracts.

Good organizational skills.

Ability to work with minimal supervision.

Salary: \$24.65

Position Status: Casual (no guarantee of hours)

File Reference: 055-09

Closing Date: Open until a suitable candidate is found

In addition to an attractive salary, we offer a Northern Allowance of \$2.97 per hour up to \$5,800 per year. All job offers are subject to a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants may apply quoting file number to:

Human Resources

Hay River Health & Social Services Authority

#3 Gaetz Drive

Hay River, NT X0E 0R8

Phone: (867) 874-7103 Fax: (867) 874-7133

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