



**ACCOUNTS RECEIVABLE CLERK**

**Designation:** ACCOUNTS RECEIVABLE CLERK

**Level:** Administration.

**Program/Unit:** General Administration Front Office.

**Purpose of Position:**

To perform duties related to:

- The accurate recording of all monies received.
- The accurate and timely maintenance for the Debtors System.
- Financial reporting for the Director of Finance.

**Organisational Environment/Reporting Relationships:**

Reports to: Accountant.

Responsible to: Director of Finance.

**Primary Responsibilities:**

- To correctly receipt all monies received by the Hospital.
- To correctly raise invoices for all services provided by the Hospital.
- Filing and follow up of all accounts raised in other departments.
- Prepare end of month debtors listing for debt collection, following the established process for debt collection.
- Follow up of outstanding accounts. Submit a final report for writeoffs to the Director of Finance.
- Maintain timely and accurate filing of accounts.
- Accurate control of Petty Cash within established guidelines.
- Prepare daily banking of various bank accounts and statistical data/daily floats.
- Complete end of month processing and prepare relevant reports for the Director of Finance.
- Clearing of public telephones and hospital donation boxes and receipting of same.
- Assist staff in general office, including inpatient admissions, when required as directed by the Accountant.
- Cover switchboard and reception duties as required.
- Adhere at all times to WRHS Occupational Health and safety policies and procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and safety Act 1985.(As Amended)
- Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
  - Fire and Evacuation.
  - Manual Handling.
  - Minimal/No Lift (As appropriate).
  - CPR (As appropriate).
  - Infection Control.

**CLERICAL – ACCOUNTS RECEIVABLE OFFICER**

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- Commitment to principles and practices of infection control as they relate to the employees designated area of work.

**Performance Appraisal:**

Prior to expiration of probationary period and annually thereafter.

**CLERICAL – ACCOUNTS RECEIVABLE OFFICER  
SELECTION CRITERIA**

**MANDATORY CRITERIA**

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|------|--|
| KSC1 | Proven secretarial/clerical ability with good word processing skills.  |
| KCS2 | Proven experience and ability with cash handling and accounts receivable processing.   |
| KSC3 | Ability to work flexible hours with a minimum of 8 hours per day.  |
| KSC4 | Excellent organisational skills.   |
| KSC5 | Demonstrated understanding and knowledge of health and safety issues and of OH&S legislation as it relates to “Employee” and “Employer” responsibilities.  |
| KSC6 | Ability to develop and implement initiatives of continuous quality improvement within the Employee’s designated area of work with a demonstrated customer focussed approach to service delivery. |
| KCS7 | Demonstrated commitment to professional development as required and the willingness to participate in Department/Ward Performance Management (Review) programs.                                  |

Signature of employee .....

Witness .....

Date .....

Annexes:

Other Relevant Information:

References:

Contact Point: Accountant

THIS SECTION FOR QUALITY OFFICE USE ONLY		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>Computer File Location:</b>
Human Resources Manager		P:\Position Description...
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
Accountant		Position Description Manual
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
3	January 2007	Accounts Receivable Officer Position Description – Clerical – Accounts Receivable Officer