



**JOB POSTING #2251**  
**WE ARE AN EMPLOYMENT EQUITY EMPLOYER**

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CLASSIFICATION: Accounting Clerk II (Accounts Payable, Accounts Receivable)

SALARY: As per CBA – CUPE #974 and CHSA

HOURS: .8 FTE (30 hours) per week

**CORE FUNCTION:**

- Prepare daily bank deposits and related journal entries.
- Process accounts payable and prepare cheques and EFT file for payment.
- Create and maintain various account receivables.
- Process physician billing related to day sheets and tasks.
- Update and maintain physician vacation and study leave entitlements.
- Communicate regularly with staff and outside suppliers, regarding payment of bills and collections of accounts receivable.
- Maintain accurate accounting records.
- Acts as a resource person by providing explanations and advice concerning accounts payable and accounts receivable matters.
- Acts as a resource person by providing explanations concerning physician study leave and vacation matters.
- The clerk must always keep information about employees and clients completely confidential.

**DUTIES:**

- Accounts payable:
  - Coding and entering invoices.
  - Processing cheques and electronic payments
  - Reconciling to suppliers' statements
  - Filing.
- Accounts receivable.
- Daily bank deposits.
- Verifying cash reports daily.
- PST remittances.
- Group benefits monthly cost allocation.
- Staff phone billing.
- Physicians vacation and study leave maintenance.
- Group life and mileage taxable benefits monthly reconciliations.
- Reconcile and administer petty cash fund.
- Employee study leave information accumulation and payment processing.
- Pay and maintain listing of employee professional fees and dues including prorating for part-time employees.
- Physician billing tasks:
  - Review, correct and approve provider day sheets
  - Completion of tasks assigned by providers.
  - Invoicing of patients and insurance companies.
  - Processing and receipting of payments from third parties.
  - Weekly submissions/returns to/from Saskatchewan Health.
  - Review/correct MSB rejected bills.
  - Monthly report generation for INR, methadone and Sanctum purposes.
  - Keeping up to date on changes to billing codes and processes.
  - Obstetrical payment tracking and reporting.
  - Out of province billing.

**QUALIFICATIONS:**

- Successful completion of a one-year post-secondary accounting program or equivalent with special emphasis on accounting practices OR two years of experience processing computerized accounts payable, accounts receivable, general ledger, spreadsheets, payroll and databases.
- Two years of experience with physician billing in the province of Saskatchewan is considered an asset.
- Training, knowledge and experience with Microsoft Office and electronic accounts payable and general ledger systems.

- Compatibility with CHSA philosophy.
- Must be bondable.
- Demonstrates strong interpersonal and collaborative communication skills and attitude.
- Strong organizational skills.

Job description currently under review.

RESPONSIBLE TO: Controller

**Submit cover letter and resume by 5:00 p.m. on January 14, 2025.**

Email: [jobs@communityclinic.ca](mailto:jobs@communityclinic.ca)

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

*Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.*