



North Metropolitan Health Service
Job Description Form

HSS Registered
 February 2019

Revenue Officer

Health Salaried Officers Agreement: HSO Level G-3

Position Number: CG008283

Revenue and Accounts Receivable

North Metropolitan Health Service

Reporting Relationships

Coordinator Accounts Receivable
 HSO Level: G7
 Position Number: (CG008278)



Team Leader, Accounts Receivable
 HSO Level: G5
 Position Number: (CG008280)



This Position



Also reporting to this supervisor:

- Cashier, HSO G3, 1.0 FTE (CG008284)

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Responsible for performing financial transactions including invoicing, debt management and sundry debtors as part of the Revenue and Accounts Receivable function. Liaises with relevant stakeholders regarding billing matters; resolves queries as required.

Brief Summary of Duties

1. Participation

- 1.1 Participates within a quality and customer-focused culture based on established values and behaviours and a team based approach.
- 1.2 Maintains awareness of relevant trends and issues concerning the deliverables of the position and the team.
- 1.3 Contributes to business improvement and change management activities.
- 1.4 Participates in working parties as required.

2. Specialist Services

- 2.1 Performs various financial transactions including invoicing, debt management and sundry debtors as part of the Revenue and Accounts Receivable function in accordance with current policies, procedures, the *Financial Management Act 2006*, the Treasurer's Instructions and the WA Health Fees and Charges Manual.
- 2.2 Liaises with relevant internal and external stakeholders including clients, budget holders, debtors, suppliers and clinical staff regarding billing matters as required.
- 2.3 Prepares, manages, distributes and follows up outstanding Acute Care Certificates and related activities.
- 2.4 Liaise with suppliers for late payments, short payments and overpayments.
- 2.5 Prepares and manages financial accounting transactions including receipting, journal adjustments, refunds, debt write offs, debt referrals, instalments and other matching invoices and claim documents for outbound mail.
- 2.6 Develops and maintains effective network and working relationships with internal and external stakeholders.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in processing various types of financial transactions in an accounts receivable environment.
2. Demonstrated ability to work individually and as part of a team.
3. Experience using an electronic digital records management system in a large and complex organisation.
4. Well-developed communication, interpersonal and negotiation skills with an ability to establish business relationships with clients and customers.
5. Demonstrated problem solving and time management skills.
6. Knowledge of relevant legislation, accounting principles and practices applicable to the position.

Desirable Selection Criteria

1. Relevant experience in the WA health system, substantial commercial entity or large government agency.
2. Competency in reconciliation of accounts and the use of MS Excel.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: