

## Position Description | Invoicing Administrator

### REPORTING

<b>Reports To</b>	Finance Controller
<b>Direct Reports</b>	None

### PURPOSE

A part-time flexible support that is able to provide autonomous back up to the Finance Team, with the ability to work well with others and have an attention to detail. Privacy and patient outcomes should be the heart of the Invoicing Administrator. Broad experience is required and offer an excellent support culture and a good dynamic. Background experience and attitude is supported to create their own outcomes and work.

### ESSENTIAL SKILLS

- Understanding of the accounting and finance functions
- High level of computer literacy
- Attention to detail
- Excellent time management- respect for deadlines
- Customer focus

<b>DOCUMENT NAME:</b> doc_XXX_Position Description - Invoicing Administrator_v1	<b>APPROVAL OFFICER:</b> Finance Manager
<b>REVIEW DATE:</b> 7 July 2026	<b>DATE APPROVED:</b> 7 July 2023

<b>KEY RELATIONSHIPS</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Finance Team</li> <li>General Manager</li> <li>Clinical Services Manager</li> <li>Perioperative Services Manager</li> <li>Theatre Coordinator</li> <li>PACU Coordinator</li> <li>CSSD Coordinator</li> <li>Nurse Manager – Admissions &amp; Inpatient Suite</li> <li>Admissions Coordinator</li> <li>Inpatient Suite Coordinator</li> <li>Quality Manager</li> <li>People &amp; Culture Operations Manager</li> <li>Building &amp; Facilities Manager</li> <li>Health &amp; Safety Coordinator</li> <li>Purchasing Officer</li> <li>Support Services Team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Company accountants and auditors</li> <li>Surgeons and their PA's</li> <li>Anaesthetists</li> <li>Southern Cross</li> <li>ACC</li> <li>Northland DHB</li> <li>Insurance companies</li> <li>Various service providers</li> </ul>

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## KEY ACCOUNTABILITIES

<b>Patient Invoicing</b>	<ul style="list-style-type: none"> <li>• Process invoices to private and insurance patients in a time efficient manner (that is, as soon as is practical post discharge of patients from the facility).</li> <li>• Process invoices to ACC, SXAP &amp; NDHB patients as needed.</li> <li>• Support the ARTP (ACC) &amp; Prior approval (SXAP) processes as needed.</li> <li>• Respond to patients' account enquiries.</li> <li>• Provide reasonable and accurate estimates to potential patients &amp; Specialist PA's.</li> <li>• Accurate and timely updating of patient cost-sheets.</li> <li>• Reconciliation of patient invoice transactional data between systems.</li> <li>• Reconciliation of Accounts Receivable sales for monthly management accounts.</li> <li>• Support the ACC contract management function.</li> <li>• Ensure that the requirements of the Ministry of Health for statistics reporting are met.</li> <li>• Support for month and year-end management accounts preparation.</li> </ul>
<b>Payment of Associates</b>	<ul style="list-style-type: none"> <li>• Process receipts for claims made under contract.</li> <li>• Process payments to associates under contract.</li> <li>• Reconciliation of monies received and disbursed under contract.</li> </ul>
<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>• Provide assistance and backup to the accounts payable process</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice.</li> <li>• Upholds and promotes the Company values, house rules, policies and procedures.</li> <li>• Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce.</li> <li>• Ensure compliance with the Privacy Act and Privacy policy.</li> <li>• Be proactive in recommending quality improvement initiatives.</li> </ul>

## DELEGATED AUTHORITIES

- None