

**PERTH & SMITHS FALLS DISTRICT HOSPITAL**

**INTERNAL JOB POSTING**

**CUPE 2025-125**

**Date:** June 13th, 2025

**Position:** Accounts Payable Clerk – Permanent Full-time

**Summary:**

The Accounts Payable Clerk is responsible for the accurate and timely processing of all approved invoices, ensuring compliance with internal policies and external regulations. This role involves invoice verification, data entry, payment processing and maintaining organized financial records.

**Duties:**

Processing Accounts Payable

* Verify purchase orders, receiving slips for accuracy and proper coding
* Verify supplier invoices for pricing, extensions, discounts and assign payment due dates.
* Enter approved invoices or payments transactions into SAP/Meditech.
* Maintain organized filing systems for invoices and supporting documents.
* Process A/P payments routinely by cheque or EFT.
* Ensure appropriate approvals are obtained in accordance with signing authority policies.
* Send cheques for mailing and EFT to Manager of Finance for clearing.

Other Duties

* Complete month-end procedures, generate A/P systems reports.
* Perform monthly account analysis accruals and reconciliations.
* Process corporate credit card invoices by verifying charges against supporting documentation, reconciling statements and securing appropriate departmental approvals in compliance with signing authority policy. Prepare adjusting journal entries for account adjustments.
* Maintain spreadsheets for staff travel utility consumption and other programs as required.
* Support year-end financial processes and documentation
* Other duties as required.

**Qualifications:**

* Post-Secondary School Diploma in Finance/Accounting or equivalent experience
* Accounts Payable experience: 1 Year bookkeeping or general accounting background
* Excellent written and verbal communication, interpersonal skills and the ability to effectively interact with a variety of individuals and functions throughout the Hospital
* Proficiency with Microsoft Office applications
* Ability to work independently as well as a part of a team
* Ability to manage relationships with vendors and co-workers to ensure vendor satisfaction
* Must be logical, organized, and have strong attention to detail

**Asset:**

* Experience with Meditech and SAP (Preferred)

**Shifts:** Days, (subject to scheduling change as per management rights and article G. 01 of the CUPE collective agreement.)

**Wage:**  $ $26.567 - $27.156 - $27.758 - $28.358 - $28.949

**Closing Date:** June 20, 2025 @ 4PM

**How to apply:** Please email [HR@psfdh.on.ca](mailto:HR@psfdh.on.ca), stating the job number in the subject line.

*Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.*

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.*

*We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*