

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
-CUPE INTERNAL JOB POSTING-
CUPE 2025-209**

DATE: August 29, 2025

POSITION: PERMANENT FULL TIME CASH RECEIPTS CLERK

POSITION SUMMARY:

Responsible for ensuring that all monies received are correctly recorded, receipted, and deposited. Responsible for ensuring that non-patient charges are invoiced, collected and recorded. Provides back-up for Finance Office staff during vacation or as required throughout the year.

DUTIES:

- Sorts external mail and delivers to mail slots as appropriate.
- Opens and date stamp mail.
- Verify amounts due for patient/non-patient accounts and records payment in Finance System.
- Issue receipts for insurance payments.
- Receive receipts and monies from Patient Registration and verify receipts to cash.
- Receive cash from parking; count, and record.
- Receive cash from Food Services, verify to cash register tape, and record.
- Prepare bank deposit by reconciling monies to recorded payments and organizing deposit to bank.
- Receive clients at counter to pay invoices or ask questions.
- Prepare invoices for non-patient related services e.g. LCSS, Physicians, Cafeteria charges.
- Maintains and balances Petty Cash drawer including issuing money to staff for vouchers and submit vouchers for reimbursement on a timely basis.
- Provide relief for other accounting positions during vacation or as required.
- Prepare purchasing requisitions to replenish supplies.
- Analyze General Ledger (G/L) accounts as assigned, on a monthly/quarterly basis and assists with preparation of necessary journal entries.
- Assist to prepare year end working papers for G/L accounts.
- Assist to prepare sales tax (i.e. HST) returns for the Hospital and LCSS within assigned due dates.
- Other duties may be assigned

QUALIFICATIONS AND REQUIREMENTS MUST HAVE:

- Post Secondary Diploma in Accounting or equivalent experience.
- Excellent oral and written communication skills with a focus on customer service.

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- Minimum 1-year experience in general accounting (in a computerized environment) with experience in cash receipts and deposit routines, billing, accounts receivable and collection routines.

ASSET:

- Microsoft Office (Excel, Word, Outlook, etc.)
- Experience in a hospital setting

SALARY: \$25.444- \$26.032- \$26.658- \$27.246- \$27.856

SHIFTS: DAYS (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement).

CLOSING DATE: September 5, 2025 at 4:00pm

How to apply: Please submit a resume and cover letter to HR@psfdh.on.ca, quoting the job number.

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.