

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL  
-CUPE EXTERNAL JOB POSTING-  
CASUAL ACCOUNTS PAYABLE CLERK**

**POSITION:** CASUAL ACCOUNTS PAYABLE CLERK

**POSITION SUMMARY:**

Responsible for ensuring that all approved invoices are paid in an efficient and effective manner including checking, entering, payment processing and filing of processed invoices.

**DUTIES:**

Processing Accounts Payable

- Verify matched P.O.s, receiving slips for proper coding and prices and file in P.O. file.
- Verify supplier invoices for prices, extensions, discounts and assign payment due dates.
- Enter approved invoices or payments transactions into SAP/Meditech as required.
- File all invoices.
- Print cheque register summaries by due date.
- Process A/P payments routinely and by cheque or EFT minimizing manual cheques.
- Obtain appropriate executive approvals based on signing authority policy.
- Imprint/Sign cheques as appropriate.
- Send cheques for mailing and EFT to Senior Accounting Clerk for clearing.
- File supporting documentations in the paid file.
- Perform assigned month end procedures subsequent to verifying that all adjustments have been made.
- Generate all A/P systems reports.
- Generate all period end and routine accruals and supporting documentation.
- Year-end A/P, processes completed annually

Other Duties

- Monthly account analysis and reconciliation.
- Prepare correcting entries to accounts that need adjustments.
- Other duties as required from time to time.
- Maintain staff travel expense spreadsheet

**QUALIFICATIONS AND REQUIREMENTS MUST HAVE:**

- Post-Secondary School Education in Finance/Accounting
- Computer literate.
- Excel

**ASSET:**

- Excellent communication skills
- Accounting Courses

**SALARY:** \$23.084 - \$23.596 - \$24.119 - \$24.640 - \$25.154

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

Human Resources

**Applications shall be via email to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca) directed to Human Resources Department, stating the job posting title as the subject line of the email.**