

Job Title	Accounts Clerk
Division	Hospital
Location	Hoedspruit Private Hospital
Reporting Structure	Hospital Manager

Job Summary

The Accounts Clerk at Hoedspruit Private Hospital is responsible for supporting the financial operations of the hospital by performing various accounting and administrative tasks. This position reports directly to the Hospital Accountant and plays a crucial role in ensuring the accuracy and efficiency of financial transactions and records.

Requirements

- Proficiency in accounting software, financial systems, and Microsoft Office applications (Excel, Word, Outlook).
- Knowledge of basic accounting principles and practices, including accounts payable, accounts receivable, and general ledger.
- Strong attention to detail, accuracy, and organizational skills.
- Excellent communication and interpersonal skills, with the ability to work effectively as part of a team.
- Proficiency in Accounting Software

Qualifications

- High school Grade 12/ Matric D
- Diploma or equivalent required; associate degree or coursework in accounting or finance preferred.

Experience

- Minimum of 2 years of experience in an accounting or finance role, preferably in a healthcare or hospital setting.

Responsibilities

Accounts Payable:

- Process and verify invoices, ensuring accuracy and proper authorization before payment.
- Prepare and execute payment runs, including checks, electronic transfers, and wire payments.
- Maintain vendor records and manage relationships with suppliers to resolve payment issues and discrepancies.
- Reconcile supplier statements and resolve any outstanding balances or discrepancies.

Accounts Receivable:

- Generate and distribute customer invoices, ensuring accuracy and completeness.
- Process payments received, including cash, checks, and electronic transfers, and accurately apply them to customer accounts.
- Monitor accounts receivable aging reports, follow up on overdue accounts, and manage collections activities.
- Reconcile customer accounts and resolve any billing disputes or discrepancies.

General Ledger:

- Assist in maintaining the general ledger by posting journal entries and ensuring accuracy of financial data.
- Reconcile general ledger accounts and prepare supporting documentation for month-end and year-end close processes.
- Assist in preparing financial statements and reports, ensuring compliance with accounting standards and regulations.

Bank Reconciliations:

- Perform monthly bank reconciliations to ensure accuracy of cash balances and identify any discrepancies.

VACANCY

- Investigate and resolve any differences between bank statements and the general ledger.

Financial Reporting and Compliance:

- Assist in the preparation of financial reports and statements, providing accurate and timely data to support decision-making.
- Ensure compliance with accounting standards, tax regulations, and internal policies and procedures.
- Assist with internal and external audits, providing necessary documentation and support to auditors.

Administrative Support:

- Maintain organized and accurate financial records, including filing and archiving documents.
- Assist with administrative tasks such as answering phones, responding to emails, and managing correspondence related to finance.
- Provide support for special projects and ad-hoc tasks as requested by the Hospital Accountant.

Company needs

- This position operates primarily within the hospital environment, including office settings.
- Standard working hours apply, with occasional need for extended hours during peak periods or special projects.
- The role may involve occasional interactions with hospital staff, patients, and external vendors.
- Adherence to confidentiality and privacy regulations regarding financial and patient information is essential.

The Accounts Clerk at Hoedspruit Private Hospital is a key support role in the finance department, ensuring the accuracy and efficiency of financial transactions and records. This position provides essential assistance to the Hospital Accountant, contributing to the overall financial health and compliance of the hospital.



VACANCY

Hoedspruit Private Hospital is an equal opportunity employer.

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to careers@hphospital.co.za

Please Note:

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.