

SOUTHERN REGIONAL HEALTH AUTHORITY

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position:

CASHIER (FMG/CS1) - 1 position

(Percy Junor Hospital)

(salary range \$620,730.00- \$737,853.00) per annum and any allowance (s) attached to the post)

Under the direct supervision of the Operations Manager, the Cashier is responsible to collect Hospital User Fees from all clients according to guidelines and procedures in place. The position is also responsible for providing client related information and providing direct assistance to clients in accordance with established standards.

Qualifications and Experience:

- Four (4) CXC/GCE subjects, including Mathematics or Accounts
- Certificate/Diploma in Accounting or in-service training courses in Government Accounting would be an asset
- Computer literacy
- Two (2) years experience in financial accounting

Required Knowledge and Specialized Techniques:

- Knowledge of Financial Accounting and Audit Act, Government Regulations and Financial and Accounting principles and practices
- Ability to communicate effectively in oral & written formats
- Excellent time management skills
- Demonstrated high level of integrity and professionalism
- Excellent working knowledge of Microsoft Suite
- Excellent knowledge of customer service principles and guidelines
- Must have keen attention for details and in completing work tasks.

Key responsibilities will include:

- Receiving relevant documents from medical personnel, and collecting the appropriate fees from patients
- Preparing and issuing an official receipt to patients for the exact amount collected whether manually or via the swipe machine.
- Correctly completing insurance claim forms as requested by patients
- Checking dockets to ascertain whether patients have outstanding balances and collect the amount.
- Handling complaints and responding to queries from staff and patients regarding Hospital User Fees
- Checks Hospital User Fees Guideline to ensure correct price is charged to the patients.

Applications along with resume should be sent no later than September 24, 2021 to:

The Personnel Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon
FAX (876) 964-2573

E-Mail – claudia.reynolds@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.