



HOSPITAL VACANCIES

CASHIER

KEY RESPONSIBILITIES :

- **Billing & Payments** : Process OPD, IPD (admission/discharge), pharmacy, and other department billings.
- **Cash Management** : Handle cash, credit cards, and insurance payments; reconcile daily transactions to ensure accuracy.
- **Petty Cash Handling** : Maintain assigned petty cash float as per Hospital Policy , Disburse petty cash payments only with properly approved vouchers, Verify supporting documents (bills/invoices) before releasing petty cash, Record all petty cash transactions in the petty cash register/system.
- **Customer Service** : Address billing queries and provide information about hospital charges to patients and visitors.
- **Documentation** : Maintain accurate daily income registers, bank deposit records, and patient files.
- **Coordination** : Work closely with the administrative and accounting teams for payment tracking.

REQUIREMENTS

- **Education** : G.C.E A/L in commerce stream
- **Experience** : Minimum 1-year experience in cash handling, preferably in the healthcare industry.
- **Skills** : Computer literacy (MS Office), proficiency in ERP systems, strong communication, and mathematical skills.
- **Attributes** : Ability to work in a fast-paced environment and work on a roster basis.

Please email your CV along with contact details of two non-related referees within 7 working days to recruitment@sethmahospitals.com

Senior Human Resources Manager
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