



## ST. JOHN EYE HOSPITAL – JERUSALEM

### JOB DESCRIPTION

<b>Title</b>	<b>SALES REVENUE ACCOUNTANT</b>
<b>Department</b>	<b>Finance</b>
<b>Section</b>	<b>Sales / Revenues</b>
<b>Reports to</b>	<b>Director of Finance</b>
<b>Hours</b>	<b>35 per week (inc of lunch breaks)</b>
<b>Date formulated</b>	<b>December 2025</b>

#### General Statement of Duties:

The Sales Revenue Accountant is responsible for assuring that all generated Income from the Charity's activities is accurately recorded, for the whole Group.

#### Main Responsibilities:

##### **A. Income from charitable activities:**

1. Responsible for receiving daily general patient income from the Records clerks, and depositing all cash received on a daily basis.
2. Responsible for verifying that all amounts levied and received are in line with agreed pricing. The Sales/Revenue accountant should act as the reference point to the Records staff regarding pricing and other financial matters.
3. To coordinate with Records staff supervisor regarding follow up of the medical referrals, and the admission of patients.
4. Responsible for cash refunds to patients, to review, and verify the patients' documents to assure accuracy of refunding.
5. Responsible for the overall issuance of daily and monthly invoices to the different parties; P.A. Ministry of Health, UNRWA, Israeli sick funds, Palestinian private insurance companies, the military insurance and others, as well as the general patients. Some parties require specified billing methods, the Sales accountant must adhere to those methods or requirements.
6. Responsible for ensuring maintaining and following up the ledger accounts of the various debtors to make sure that all debts are collected as agreed in the contracts. The sales accountant is to report to the Director of Finance regarding any problems faced with the debtors, such as delays in payment or any other problems.
7. Required to make regular visits to our main debtors, especially the P.A. Ministry of Health offices in Ramallah and in Nablus.
8. Responsible for maintaining the accounting files, such as copies of invoices, credit notes, receipts, deposits and others in a good manner.
9. Adhere to the hospital accounting policies and procedures to ensure compliance with control procedures and proper handling of cash and other financial resources

##### **B. Voluntary Income & other Income.**

1. The Sales Accountant is responsible for receiving and recording all Voluntary Income received, as well as Income received from the Pharmacy, sales of food tickets, cafeteria, parking fees, and any other income received.

## **General Responsibilities:**

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

## **Essential Requirements For The Post:**

Bachelor degree in Accounting or Business Administration

Minimum 2-3 years accounting experience in similar position

Excellent computer skills

Good understanding of accounting concepts and principles

Good eye for details

Good communication skills

Good analytical skills

Languages: English, Arabic and Hebrew