

JOB POSTING – Wingham Site

Come work at LWHA!

- ✓ **Paid educational opportunities**
- ✓ **Free staff parking**
- ✓ **Tuition reimbursement grants based on eligibility**
- ✓ **Mileage for cross site travel**
- ✓ **Defined benefit pension plan, benefits without waiting period**
- ✓ **Competitive Salaries**

POSITION POSTING # **W24-58**
POSITION: **Accounting Clerk**
UNIT: **Finance**
STATUS: **Part-Time**
START DATE: **As soon as possible**
SALARY RANGE: **\$29.04 - \$30.86**

POSITION SUMMARY:

The Accounting Clerk is responsible for billing and maintaining ledgers for the inpatient and outpatient accounts receivable. Financial, administrative and clerical services are provided daily. Interaction with patients and families ensures all insurance claims information is captured correctly.

QUALIFICATIONS:

- High School Graduation Diploma or equivalent
- Completion of 1 year of Community College courses in accounting
- Medical Terminology Course
- 6 months to 1 year previous work experience in accounting

EFFORT:

- Minimal Physical Effort
- High degree of Mental Effort and Analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Prepare and process all OHIP, self-pay, Out of Province, WSIB, Out of Country, Refugee, etc
- Process differential and chronic co-payment accounts receivable billing, letters and forms for those clients eligible for assistance.
- Weekly review of Chronic Care Inpatient status, assess charging strategies and send out information package regarding fee schedule.
- Daily review of admission, discharge, room selection, tv/phone charges and transfer documents for accuracy and then process billing to patient and/or insurance company.
- Balance cafeteria cash daily and vending machines weekly, and provide float for next day.

HOURS OF WORK: Monday to Friday Days; 0800-1300 typically 5 days per week. Available to work all shifts including evenings, holidays and weekends.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwaha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Deadline: Upon Successful Recruitment