

## JOB POSTING – Wingham Site

**Come work at LWHA!**

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

**POSITION POSTING #** W26-48- Existing Vacancy- repost  
**LOCATION:** Wingham, Ontario  
**POSITION:** Accounting Clerk  
**UNIT:** Finance  
**STATUS:** Part-Time  
**START DATE:** As soon as possible  
**SALARY RANGE:** \$29.69 - \$31.55 per hour

### 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:** Weekday position, 0800-1600, 5 shifts per pay period, 2 days one week and 3 days the second 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@lwha.ca](mailto:careers@lwha.ca)

**PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION**

Posting Date: June 9, 2026 @ 1:00pm

Posting Deadline: Upon Successful Recruitment

LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.