

JOB POSTING – Listowel Site

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

POSITION POSTING # L26-112- Existing Vacancy
LOCATION: Listowel, Ontario
POSITION: Accounts Receivable Clerk
UNIT: Finance
STATUS: Casual
START DATE: November 15, 2026
SALARY RANGE: \$32.79 – \$38.58 (5 step grid based on experience)

POSITION SUMMARY:

The Accounts Receivable Clerk is responsible for billing and maintaining ledgers for the inpatient and outpatient accounts receivable. Financial, administrative and clerical services are provided daily including support to switchboard staff. 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
- 2 years business experience in accounting
- MediAR/Cerner experience preferred

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, National Defense payments
- Process differential and chronic co-payment accounts receivable billing, letters and forms for those clients eligible for assistance.
- Answer inquiries from Insurance companies as necessary, Interact with MOH regarding OHIP coverage
- Record and balance cash receipts journals.
- Manage all accounts within the HRCM accounting system.
- Receive payments on accounts.
- Check Cerner Interface and Spool Daily
- Make steps to resolve overdue accounts with clients. If unsuccessful add to the Bad Debts list.
- Accuracy of month end financial information provided to Financial Analyst to assist with budgeting requirements.
- Provide information to support the yearly review of auditors and answer questions as required.
- 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.
- Daily processing of inpatient and outpatient billing including printing, reviewing and mailing of documents.

HOURS OF WORK: Monday to Friday position

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

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: October 16, 2026 @ 1:00pm

Posting Deadline: October 23, 2026 @ 1:00pm

Copies To: Bulletin Board

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. 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. Accommodations are available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.