

Accounts Payable Representative
Healthcare Materials Management Services (HMMS)
Full-Time - Temporary
Non-Union

Posting Date: March 1, 2022

Submission Deadline: March 7, 2022

HMMS is a joint venture between St. Joseph's Health Care, London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full service supply chain organization, HMMS interacts with over 9,000 suppliers to provide an item catalogue of over 90,000 active items. Learn more about HMMS through this short online [video](https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI).
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As an Accounts Payable Representative, you will be responsible for processing and paying high volumes of vendor invoices and expense requisitions. A high level of accuracy and attention to detail is required.

Essential Qualifications

- Ontario Secondary School Diploma or equivalent as recognized in the province of Ontario plus one or two year specialized post-secondary certificate (i.e. Business Accounting).
- 1 year previous accounting, accounts payable experience.
- Basic knowledge of GAAP
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Advanced knowledge of invoice matching function in an ERP system
- Strong interpersonal skills with a demonstrated customer service focus and ability to develop positive relationships
- Excellent oral and written communication skills
- Demonstrated computer experience, particularly working with computerized purchasing, accounts payable and inventory management systems
- Proficient MS Office Skills
- Excellent organizational skills
- Ability to work independently and function as part of a team
- Strong initiative

Preferred Qualifications

- Previous health care experience would be an asset.

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

All HMMS employees are employees of St. Joseph's Healthcare London and are assigned to HMMS work sites. Site location could be St. Joseph's Healthcare London (St. Joseph's / Parkwood Institute), London Health Sciences Centre (Victoria Hospital / University Hospitals), or at one of our warehouses located on Stronach Crescent or Exeter Road in London ON.

Please access St. Joseph's Health Care career site to apply to available positions. Healthcare Materials Management Services will be identified as the location in the posting.

[Apply here](#)