



Accounts Payable Representative, HMMS - 1 position

Posting #: 55008

HMMS

Posting Date: May 15, 2025

Healthcare Materials Management - London, ON

Submission Deadline: May 21, 2025

Temporary Full Time

Andrew Harriman-Duke, Human Resources

Non-Union

Salary Range: \$29.11 - \$34.23 /hour

This temporary full-time position is expected to extend until September 30, 2025, and is subject to the availability of work.

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 thousands of suppliers to provide an item catalogue of over 90,000 active items; notably ~5,000 that are stocked in our warehouse.

Learn more about HMMS through this short online video. <https://www.youtube.com/watch?app=desktop&v=uhi8PSwKTOI>

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

- Diploma in Business Accounting or Finance
- 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
- Strong written and verbal communications 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
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement
- Shows initiative

#### Preferred Qualifications

- Previous health care experience would be an asset.

#### Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B,

COVID-19 and influenza.

- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*