



Accounts Payable Representative - 1 position	Posting #: 57165
HMMS Accounting Payable	Posting Date: September 29, 2026
Healthcare Materials Management - London, ON	Submission Deadline: October 05, 2026
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

Temporary assignment anticipated to extend to June 22, 2028, 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 a high volume of vendor invoices, expense reimbursements, cheque requisitions, physician payments and utility invoices on an ongoing basis while ensuring all Broader Public Sector Expense Directives, the Broader Public Sector Accountability Act 2010, and organizational policies are adhered to. The position also ensures the effective and efficient processing of invoices and payments in accordance with vendor payment and discount terms supporting HMMS to reach revenue budget goals and that month end expense charges to the hospitals and related departments are accurate and timely.

Essential Qualifications

- Diploma in Business Accounting or Finance
- 1 year previous accounting, accounts payable experience.
- Basic knowledge of GAAP (Generally Accepted Accounting Principles)
- Proficient MS Office Skills
- 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 written and verbal communications skills
- Evidence of ongoing professional development
- Focused on the customer
- Good listener
- Excellent organizational skills
- Shows initiative
- Ability to resolve conflict
- Demonstrated ability to offer and receive constructive feedback with fellow team members
- Demonstrated self-awareness and an understanding of personal strengths and weaknesses in pursuit of continuous improvement

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.*