



**Canadian Mental  
Health Association**  
Lambton Kent  
*Mental health for all*

**Association canadienne  
pour la santé mentale**  
Filiale de Lambton Kent  
*La santé mentale pour tous*

**Integrated Accounts Payable/Receivable Clerk  
1 Permanent Full-Time – Chatham Site**

At CMHA, our vision is to have mentally healthy people in a healthy society. As a leader and champion for mental health, CMHA Lambton Kent provides services and facilitates access to the resources people require to maintain and improve mental health. Our efforts promote community integration, build resilience, and support recovery from mental illness.

This position is responsible for the accounts payable/receivable function for CMHA Lambton Kent and Healthcare Partners. The incumbent will process accounts receivable, payable transactions, generate payments to vendors and payees, and backup support to the Integrated Payroll Administrator as required.

Reporting to the Integrated Accounting Supervisor, the incumbent will be responsible for the following functions:

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- Collect, sort and code invoices & expense forms to be processed for payment by the appropriate provider
- Communicate with Vendors and/or appropriate staff at each agency for billing and account inquires
- Forward A/R invoices and related information/documents to agencies/customer for payment
- Support and assist in the reporting, recording, and collection of each agencies revenue recoveries
- Assist and support with recording and entering bank deposits and recurring revenue entries as required for each agency and in collaboration with the Accounting Supervisor
- Communicate with appropriate staff for billing information and customer contacts for reporting and recording accounts receivables (A/R)
- Enter invoices into Great Plains in a Cheque Batch, EFT Batch or Online Payment Batch by agency, site, cost center, and account.

**Qualifications:**

- Post-secondary education (Diploma or Degree) in Accounting or Business Administration
- A minimum of 2 years of experience working in the field;
- Experience in the public or non-profit sector will be considered an asset;
- Valid Ontario Driver's License and access to a car.

**Skills required:**

- Ability to perform mathematical calculations.
- Ability to ensure accuracy and attention to detail.
- Demonstrated organizational skills and the ability to maintain accuracy in a detailed environment.
- High degree of proficiency in Microsoft Office applications and experience in using the internet for resource information searches.
- Ability to determine work priorities and schedules multiple tasks, always ensuring core duties are addressed first.
- Demonstrated communication skills – excellent verbal, written and listening skills; ability to remain calm in high-pressure situations.



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**Hours of Work:** 35 hours/week. Flexibility is required to meet the position requirements.

**Salary Range:** Commensurate with experience within the range: \$49,422-\$61,560, inclusive of HOOPP.

Applicants should submit a covering letter and resume by March 10, 2021.

**Vicky Fox, Executive Assistant Human Resources**

Canadian Mental Health Association  
Lambton Kent Branch  
210 Lochiel St  
Sarnia, Ontario N7T 4C7  
E-Mail: [hr@cmhalambtonkent.ca](mailto:hr@cmhalambtonkent.ca)

**Please reference Job Posting: #10-2021**

**Only applicants being considered for an interview will be contacted.**

*Canadian Mental Health Association – Lambton Kent is committed to a workplace reflecting the diversity of the community it serves and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal Peoples and persons with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.*