



Accounts Receivable Clerk

JOB POSTING

Position Title:	Accounts Receivable Clerk	Employee Group:	Permanent Full-Time
Department:	Finance	Classification:	Non-Union
Posting #:	ADM AR PERM FT 2026-08	Hours/Week:	37.5 hours per week, occasional weekends or evenings
Application Deadline:	Until the position is filled		
Application Details:	Submit a resume and cover letter to HR jobs@hch.ca		
Start Date:	ASAP	Salary Range:	\$50,000-\$60,000 per annum

Are you an experienced Accounts Receivable professional ready for the next challenge in your career? Are you interested in building upon your prior knowledge, customer service and financial skills? Then consider growing with us at Holland Christian Homes!

The Accounts Receivable Clerk will provide monthly billing for all rent and related services for tenants in HCH Seniors' apartment complex as well as residents in two long-term care homes. Provide day-to-day support and follow direction from the Finance Manager.

• *This is a replacement position.*

Organization Background:

Holland Christian Homes (HCH) is a not-for-profit, faith-based seniors organization providing an integrated continuum of housing and care on a single campus in Ontario. Guided by Christian principles, HCH is committed to providing a professional, supportive, and safe environment where fully qualified staff deliver person-centred care that upholds each individual's rights, dignity, identity, privacy, choice, independence, and overall quality of life. We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs.

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

Specific responsibilities include:

- Establish and maintain resident and tenant accounts (approx. 1,100) in Point Click Care, Evoke Health/Engage+, and related systems to ensure accurate billing, reporting, and current account information.
- Communicate with residents and families regarding financial aspects of care, account status, and payment obligations via phone, email, and formal/registered correspondence; establish payment plans where necessary.
- Review A/R summaries and monthly LTC/Apartment billing reports for discrepancies, follow up on arrears, and prepare adjusting entries as needed; distribute reports to Home Administrators, CEO, and Director of Administration and Finance.
- Submit electronic claims through private insurers and Veterans Affairs.
- Complete weekly bank deposits, including cash and cheque collection, and code deposits to appropriate GL accounts.
- Manage resident Trust Fund accounts, including OPGT clients — process deposits, disbursements, and payments, and report activity to families or the Public Guardian and Trustee.
- Assess eligibility and submit applications for LTC rate reduction subsidies and other government financial assistance programs through the Ministry of Long-Term Care.
- Prepare and post month-end journal entries, and complete monthly/yearly reconciliations on rent-related accounts and GL tax receipts to support year-end audit.



- Process and track Amenities Rent, one-off A/R invoices, and annual property tax invoicing; assist with applying related account increases.
- Lead or participate in meetings with Directors, Managers, and CEO on escalated or complex account issues. Work with collections agency as required.
- Maintain accurate documentation of account activity, payment arrangements, and subsidy applications per organizational policy and regulatory requirements.
- Apply strong problem-solving and critical thinking skills to resolve process, account and billing issues.
- Other duties as assigned.

Qualifications:

- Post-secondary education in Accounting, Business or a related field
- 2-3 years' experience in a similar role.
- Bookkeeper's certificate
- Knowledge of general accounting processes
- Knowledge of accounting systems would be an asset (Great Plains, Point Click Care)
- Advanced knowledge of MS Word and Excel
- Knowledge of Ministry of Health and Long-Term Care requirements for billing residents
- Data-driven, with knowledge of finance/accounting.
- Capable of working in a fast paced and demanding environment.
- Attention to detail, capable of performing accurate data entry.
- Ability to understand and/or speak the Dutch language is an asset.
- A satisfactory and current Vulnerable Sector Screening.
- Clear TB Test and Flu Immunization (unless medically exempt).

Kindly be advised that our recruitment process does not involve the use of Artificial Intelligence.

Interested and qualified are invited to apply by submitting a Resume and Cover Letter (as ONE document in PDF format) to: jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.