

## Welcome to Your Community Health Centre

*We are glad you're here...*



West Elgin  
Community  
Health Centre

The West Elgin Community Health Centre has served our rural communities for over 30 years.

We work alongside extraordinary people at the Centre and are very proud to be a part of an alliance of community health centres across the province.

At our Centre we focus on improving the health and wellbeing of people and communities as we continue to value and advocate for a more inclusive society. We believe that housing, education, food and the environment all play a role in health and wellbeing. We also believe that language, literacy, and poverty should not get in the way of receiving great care.

Our team provides primary care, illness prevention and health promotion services and a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect, and equity.



## Join Our Team

### Accounting Clerk

Full-Time, 37.5 Hours Per Week

\$27.08—\$31.86 per hour

Competitive Group Benefits, Generous Paid Time Entitlements, HOOPP

The Accounting Clerk is responsible for payroll and pension administration along with supporting the Finance and Operations Manager and staff.

Duties include processing accounts receivable and payable, maintaining the general ledger and preparing monthly financial statements. The incumbent will also provide assistance in budget preparation and with the annual financial audit. This role includes regular and ad hoc reporting to funders, the Board, and the Operations Team.

The Accounting Clerk will also be the lead for cash handling, inventory control, supplies management and office equipment.

### What Do You Bring to this Role?

\*Community college accounting / booking certificate / diploma required.

\*3-5 years of automated bookkeeping, payroll, and benefits administration / remittance experience required.

\*Thorough knowledge of basic accounting principles, practices, and audit objectives.

\*Strong analytical skills and demonstrated ability to work with a high degree of accuracy.

\*Experience working in a not-for-profit, community-based organization preferred.

\*Proficiency in the use of various software with an emphasis on Great-Plains and Easy Pay. Experience with Alyacare an asset.

\*Office / facilities administration experience an asset.

\*Ability to work independently and as part of a collaborative team.

\*Alignment with the vision, mission, and values of the Centre.

### APPLICATION:

**Posting Closes November 28, 2025**

Please send resume by mail or e-mail:

Human Resources [dthomas@wehc.on.ca](mailto:dthomas@wehc.on.ca)

**West Elgin Community Health Centre**

153 Main Street, West Lorne, N0L 2P0

*We are Hiring:*

## Accounting Clerk

November 17, 2025



Our Centre values diversity and supports an equitable workplace where individual differences are respected.

We sincerely thank all applicants for their interest, however, only candidates selected to interview will be contacted.

Should you require accommodation in making an application or during the interview and selection process, please contact Human Resources.