



Position Title: Senior Finance Clerk (Accounts Receivable)
Position Status: Full Time
Rate of Pay: \$28.18 to \$29.55 hourly
Posting No.: 21-180
Posting Date: July 20, 2021
Deadline to Apply: July 27, 2021

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage.

Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

About the Position

Norfolk General Hospital is seeking a Senior Finance Clerk for Accounts Receivable. This position plays a key role in supporting the management of patient billings and collection contributing to revenue and cash flow maximization. The ideal candidates would be dedicated to patient care and committed to championing the Hospital's Mission to relieve illness and suffering, and help people live healthier lives.

Responsibilities:

- Oversee and provide subject-matter expertise on all hospital patient and non-patient billing and receivables
- Liaise with MOH, insurers, patients, clinical team, and other departments in a professional manner
- Work closely with a variety of different stakeholders in order to assure the timely reception and submissions of billing files
- Monitor and stay current with MOH billing guidelines
- Regular weekly and monthly submissions, error corrections and reporting
- Review accounts receivable aging reports and perform follow up to ensure accounts remain current
- Respond to patient and insurance billing related queries. Assist as needed to rectify billing issues
- Prepare and send invoices in a timely manner
- Update and maintain all accounts receivable dictionaries
- Follow procedures for write-offs, prepare reports and work closely with collection agency
- Provide financial reports for special projects and audits
- Understand all billing & accounts receivable module functions, uses & routines. Perform system testing as required

Education & Qualifications:

- Diploma in Accounting or Medical Office Administration
- Minimum 3 years of experience in an accounts receivable department (Hospital or Medical Clinic experience strongly preferred)
- Strong analytical and problem-solving skills
- Demonstrated competence with computer applications (Microsoft Word, Excel, Meditech etc.)
- Strong written and verbal customer relations skills
- Superior attention to detail
- Ability to deal directly with patients and families with sensitivity, patience and discretion
- Excellent organizational and time management skills with the ability to perform multiple tasks and meet competing demands in a fast-paced and time-sensitive environment with frequent interruptions
- Ability to work independently

Hours of Work: Monday to Friday, 8:30-4:30

Interested applicants must submit a current **cover letter and resume** to the Human Resources Department by e-mailing **ngahr@ngh.on.ca**, referring to posting number above by 1600 hours on **July 27, 2021**. External Applicants: Until filled.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.