



Position Title: Senior Finance Clerk (Accounting)
Position Status: Temporary Full Time – Approx. 12 to 18 months
Rate of Pay: \$32.40 to \$33.99
Posting No.: 25-27
Posting Date: February 6, 2025
Internal Deadline to Apply: February 13, 2025 4 pm External: Until Filled

About the Position

Norfolk General Hospital is seeking an individual to fill on a temporary full time basis our Senior Finance Clerk role whose focus is on general ledger journal entries, account and bank reconciliations and general accounting duties as assigned. 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
- Balancing cash, preparing cash floats, preparing/making bank deposits, posting receipts to G/L
- Journal entry preparation and posting – General, Reminders, Statistics, Adjustments and other
- Bank Reconciliation for NGH, NHHH and NGHF
- Month end reporting routines for A/P, G/L and Material Management
- Assists Director of Finance, or subordinate, with technical accounting functions; provides technical assistance to other accounting staff
- Maintains NGH/NHHH/NGHF Financial and Statistical G/L including reconciling key accounts
- Receives, processes and reconciles resident information from NHHH for monthly Revenue J/E
- Receives, process and reconciles information from NGHF for monthly J/E
- Monthly reconciliation of selected G/L accounts
- Preparation of Miscellaneous Billings
- Joint operation of Material Management function (with Accounts Payable Clerk) as it pertains to Invoice Input on computer system. Includes Input, Researching and Resolving discrepancies with Purchasing, Stores, Financial Analyst, and Accounts Payable Clerk. Make adjustments as required to correct problems.
- Running A/P cheque register and cheques and associated reports
- Other duties that may be assigned

Education & Qualifications:

- Bachelor's Degree (preferred) or College Diploma in Accounting and/or Business Administration coupled with two years recent full cycle accounting experience and work with Journal Entries, G/Ls and Reconciliations
- Hospital receivables experience preferred
- Strong analytical and problem-solving skills
- Demonstrated high 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

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.

Interested internal applicants must submit a current **cover letter and resume** to the Human Resources Department by e-mailing referring to posting number above. **External applicants must apply to ngahr@ngh.on.ca with a current cover letter and resume.**

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.