



Position Title: Finance Clerk  
Position Status: Part Time – 4 Days per week  
Rate of Pay: \$27.00 - \$28.66 hourly (2025 Rates)  
Posting #: 26-70  
Posting Date: April 14, 2026  
Deadline to Apply: April 21, 2026 by 1600 hours

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### **About the Position**

Norfolk General Hospital is seeking a qualified and motivated individual to fill an existing vacancy for a Part-Time Finance Clerk within the Finance Department. This position plays a key role in supporting hospital revenue cycle activities through accurate billing, cashiering, and follow-up of accounts, while also providing professional, patient-centred service. The successful candidate will demonstrate strong attention to detail, sound financial and administrative skills, and a commitment to collaboration and continuous improvement. A dedication to patient rights and a shared commitment to championing Norfolk General Hospital's Mission, Vision, Values, and strategic priorities is essential.

### **Primary Duties and Responsibilities**

- Preparation of invoices for mailing and distribution
- Enter, post and submit a variety of billings, including but not limited to; WSIB claims, ambulance charges, and self-pay billings
- Investigate and follow up on patient accounts not submitted to OHIP due to invalid OHIP card numbers and/or version codes
- Follow up on WSIB claim denials, claim numbers and account adjustments
- General cashiering, including receipting of payments, and managing parking tickets
- Distribution of mail to all departments
- Other relevant duties as assigned

### **Position Qualifications:**

- Graduate of a recognized post-secondary program in Medical Office Administration, Health Services Administration, Business Administration, or an equivalent combination of education and relevant experience required
- Experience in healthcare finance, medical billing, or accounting support role preferred
- Demonstrated experience with OHIP, WSIB, third-party billings, and self-pay accounts considered an asset
- Proficient in Microsoft Office, with strong skills in Excel (data entry, reconciliation, tracking) and strong working knowledge of Word and Outlook
- Previous experience working with a Hospital Information System (HIS); Meditech experience preferred
- Demonstrated ability to accurately enter, review, reconcile, and submit billing data while maintaining strict attention to detail
- Proven ability to perform cashiering functions, including receipting, balancing, and handling payments in accordance with organizational policies
- Exceptional customer service skills, with the ability to interact professionally and compassionately with patients, families, staff, and external stakeholders

- Strong verbal and written communication skills, including the ability to explain billing issues clearly and resolve discrepancies tactfully
- Ability to work effectively in a high-volume environment with frequent interruptions, managing multiple tasks with accuracy
- High level of professionalism, discretion, and integrity, with a demonstrated commitment to confidentiality and privacy legislation (PHIPA)
- Proven record of reliable attendance, punctuality, and dependability

**Hours of Work:** Monday to Thursday, 8 am – 4 pm

### **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 120-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.

### **How to Apply:**

Interested applicants should submit a **cover letter and updated resume** referring to the above posting number to by email. External applicants email to: [nghr@ngh.on.ca](mailto:nghr@ngh.on.ca).

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. NGH or NHHN does not use AI to screen, assess or aide in the selection of our recruitment process.