



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

ACCOUNTS RECEIVABLE / FUNDRAISING CLERK

Posting Number: 2025-23

Posting Date: May 27, 2025

Closing Date: Open Until Filled

Work Status: Permanent Full Time,
Day Shift, Monday to Friday

Bargaining Unit: Unifor

Rate of Pay: as per Collective
Agreement

Start Date: June 24th, 2025

Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *"patients, residents and their families are at the centre of everything we do."* Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

The Accounts Receivable/Fundraising Clerk is responsible for billing and the collection of patient and sundry accounts receivable, as well as, the receipting and recording of all fundraising efforts, donations and bequests. Working alongside the Payroll/Benefits Clerk, the Accounts Payable/General Ledger Clerk and the Chief Financial Officer, this role is responsible for ensuring the posting of accurate and timely charges, printing and distribution of invoices, statements and collection letters, receipting/recording of all transactions/communications per electronic account ledgers and timely preparation and review of an accurate sub ledger posting to the general ledger.

This position has daily contact with the general public, hospital and medical staff as well as monthly contact with various insurers and government agencies.

Qualifications & Experience

- Minimum post-secondary education in Accounting, Business-Administration or related discipline is a plus.
- Minimum 2-3 years of clerical and accounting experience as well as experience with computerized accounting systems (ORMED, Meditech) is an asset.
- Strong customer focus with business acumen, outstanding problem-solving skills and results orientated, with a curious mindset.
- Sound knowledge of federal, provincial and private health care and hospital insurance plans.
- Proficient in Microsoft Office (Outlook, Word, Excel) and proven speed, accuracy and proficiency in performing calculations and keyboarding in various computer applications.
- Excellent organizational skills for task completion within set timelines
- Excellent communication skills, pleasant and professional disposition and tact

Benefits

- Dental care, vision care
- Extended health care
- Pension
- Employee & Family Assistance Program

SUBMIT APPLICATION TO:

Madison Boudreau, Interim COO
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road Nipigon, ON P0T 2J0
Email – mboudreau@ndmh.ca

Nipigon Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.