

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

## Resident Accounts Clerk

Temporary, full-time position (Approximately 6 months)

Hourly Wage: \$29.52 - \$ 36.84 (based on a 35-hour work week).

Location: 983 Burnham Street, Cobourg, Ontario.

Reporting to the Business Partner, Quality and Operations, Golden Plough Lodge, our Resident Accounts Clerk provides exceptional financial and administrative services to residents, family members, and Northumberland County stakeholders in accordance with the Eden Philosophy of Person-Centered Care.

### Major responsibilities:

- Processing financial transactions including Resident banking services, accounts payable, accounts receivable and bank deposits
- Coordinating the Resident moving in process;
- Process internal resident transfers and discharges in accordance with organizational protocols and regulatory requirements.
- Review and process Rate Reduction applications through the Ministry of Health and Long-Term Care's electronic portal (ERRISA), ensuring accuracy and timely submission. Providing assistance and backup coverage for reception;
- Complete monthly billing for accommodation and ancillary fees, including month-end balancing and closing activities.
- Execute month-end and year-end procedures in alignment with organizational and regulatory requirements.
- Communicate effectively with internal and external stakeholders, community organizations, and government departments via phone, email, and in person; resolve inquiries or escalate to appropriate resources as needed. Preparing reports as required by Northumberland County policies and Ministry of Health and Long-Term Care legislation.

### Qualifications & skills:

- Post-secondary education in Finance, Accounting, or Business Administration.
- Minimum of three (3) years of experience in an administration/office or accounting role.
- Experience working in long-term care with adults with chronic health issues is an asset.
- Knowledge of the Fixing Long-Term Care Act, 2021 is considered an asset.
- Knowledge of the Personal Health Information Protection Act, 2004 (PHIPA) is considered an asset. Must be proficient in the Microsoft Office suite, with advanced skills in Excel.
- Experience with PointClickCare and/or Microsoft Dynamics Great Plains software and Ontario Municipal Records Management System is an asset.

- Proven customer service skills with the demonstrated ability to manage confidential and sensitive matter with patience, understanding, tact and empathy.
- Exceptional organizational and time management skills with ability to maintain accuracy and meet deadlines despite interruptions and multiple, competing priorities.

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

### **What Makes a Career at Northumberland County Different?**

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

### **How to Apply:**

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (doc) or Adobe (pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Tuesday, December 23, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.