



FORT FRANCES PHYSICIAN'S GROUP

EMPLOYMENT OPPORTUNITY:

Senior Clerk – Billing **CASUAL – UNIONIZED POSITION**

Summary of Position:

The Fort Frances Physicians Group is looking to fill the position of Senior Clerk within the Billing Department, who, under the direction of the Billing Supervisor will primarily be responsible for the following, but not limited to, essential duties.

Essential Duties:

- Updating patient information, accepting paperwork and payments at Billings desk
- Contacting patients for pick up of documents
- Accepting payments and balancing cash
- Coding of services and entry of claims into the Electronic Medical Record
- Scanning and inputting of documents
- Completing various tasks as requested and directed by the Billing Supervisor

Qualifications:

- Successful completion of a High School Diploma
- Previous experience within an Office setting an asset
- Excellent computer and customer service skills an asset
- Exceptional communications skills – written, oral and telephone
- Organization, attention to detail and ability to work on an individual basis

We Offer:

- Competitive wage (starting at \$24.40) as per the Collective Agreement
- Team-based environment with organized staff events
- HOOPP, Health Benefit Package and Annual uniform allowance
- Work-Life balance

NO AI tools are used during the hiring process.

Posting is for an existing position at FFPG.

Applications will be reviewed on an ongoing basis until position is filled.

If you require accommodations during the application or interview process, please let us know.

Please submit a cover letter and resume by email or in writing by:

3:00 PM CST on August 21st, 2026 to:

Elizabeth Slomke, Business Manager

Fort Frances Physicians Group, 301 Victoria Avenue, Fort Frances, ON P9A 2C1

Phone: 807-274-3287, ext. 254

Email: e.slomke@ffpg.ca

We thank all candidates in advance, however, only those selected for an interview will be contacted.