



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**ACCOUNTS CLERK  
CORPORATE SERVICES DIVISION**

**ONE (1) TEMPORARY FULL-TIME POSITION (OVER 85)**

POSTING NUMBER: 29-2024	STATUS: EXTERNAL
POSTING DATE: APRIL 12, 2024	CLOSING DATE: APRIL 19, 2024
AFFILIATION: UNION	HOURS PER WEEK: 35
SALARY GROUP: 7	HOURLY RATE: \$25.18 – \$30.79

**POSITION SUMMARY:**

Under the general supervision of the Supervisor, Accounting, the Accounts Clerk maintains the accounts receivable and payable systems and works as a team member to provide accounts-related support necessary to deliver the Department's objectives.

**MAJOR RESPONSIBILITIES:**

1. Participates in the Department's accounts payable/receivable procedures including but not limited to preparing and distributing accounts payable cheques, recording receipt of payments, maintaining records, and providing reports as requested.
2. Receives electronic client payment file and prints daily/monthly client cheques; prepares manual cheque requests; completes daily banking upload/download.
3. Performs all duties necessary for stop/cancel/recall or release client assistance cheques and direct bank deposits; ensures that bank reimbursements are received and errors with direct bank deposit transactions are rectified.
4. Works in a team structure providing accounts-related support necessary to administer the Department's objectives.
5. Maintains change fund and prepares and balances bank deposits.
6. Answers phones and responds to inquiries, including inquiries related to overdue accounts.
7. Performs collection procedures in accordance with applicable legislation and internal practices.
8. Provides back-up to other staff.
9. Performs such other related duties as may be assigned.

## QUALIFICATIONS:

### Education/Experience

- Secondary School graduation together with post-secondary courses in introductory accounting and accounting principles.
- Equivalent combination of education and experience.

### Skills/Abilities

- Must be at basic level of word processing.
- Must be at basic level of keyboarding and intermediate skill level in current spreadsheet software.

### Assets

- Knowledge of Ontario Works legislation.

## CONDITION OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario, P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

## **ADDITIONAL INFORMATION:**

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You