



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

**SUPERVISOR, ACCOUNTING
CORPORATE SERVICES DIVISION**

ONE (1) PERMANENT FULL-TIME POSITIONS

| | | | |
|-----------------|----------------|-----------------|-------------------------------|
| POSTING NUMBER: | 53-2025 | STATUS: | INTERNAL/EXTERNAL |
| POSTING DATE: | AUGUST 1, 2025 | CLOSING DATE: | AUGUST 15, 2025 |
| AFFILIATION: | MANAGEMENT | HOURS PER WEEK: | 35 |
| SALARY GROUP: | 10 | ANNUAL SALARY: | \$87,846.64 - \$103,711.90 |

POSITION SUMMARY:

Under the direct supervision of the Manager, Finance, the Supervisor, Accounting is responsible for the coordination of accounts payable and accounts receivable for the Organization as well as performing general accounting duties.

MAJOR RESPONSIBILITIES:

1. Participates with the Department team in planning and implementing short and long-range goals and objectives and ensuring quality service.
2. Participates in the review, evaluation, development, and implementation of corporate financial systems.
3. Manages staffing resources including the selection, supervision, evaluation, discipline, and termination of staff.
4. Assists the Manager, Finance in the preparation of financial statements and reports in compliance with provincial reporting standards and with budget preparation and control.
5. Performs general accounting duties and provides accounting assistance to users within the Corporation.
6. Responsible for general ledger maintenance, including the chart of accounts.
7. Develops and implements policies and procedures for the respective billing and collection systems consistent with legislative requirements and Corporate objectives.
8. Ensures all administrative procedures are communicated and adhered to.
9. Works with auditors, the public and outside agencies.
10. Provides information and handles non-routine billing matters.
11. Performs such other related duties as may be required.

QUALIFICATIONS:

Education/Experience

- Minimum: Diploma in accounting and third level standing in a recognized accounting program; and a minimum of five years' accounting experience in a computerized environment with supervisory experience.
- Preferred: University degree in business administration or commerce, with a concentration in accounting and finance and a professional designation (CPA) ; and a minimum of three years' accounting experience post designation in a computerized environment with supervisory experience.

Skills/Abilities

- Must possess financial, analytical, and systems skills.
- Ability to supervise and motivate staff.
- Ability to communicate effectively and concisely, both orally and in writing.
- Must be proficient in the use of computers, and related software.
- Must be competent within the meaning of the Occupational Health and Safety Act.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Use of a vehicle may be required.
- Travel may be required.
- May be required to work irregular hours.
- Must maintain confidentiality.

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 | 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