



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

MANAGER, FINANCE
CORPORATE SERVICES DIVISION

ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	78-2025	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	DECEMBER 5, 2025	CLOSING DATE:	DECEMBER 19, 2025
AFFILIATION:	MANAGERIAL	HOURS PER WEEK:	35
SALARY GROUP:	12	ANNUAL SALARY:	\$106,296.83 - \$125,055.11

POSITION SUMMARY:

Under the direction of the Director, Corporate Services, the Manager, Finance is responsible for the overall financial management of The District of Thunder Bay Social Services Administration Board (TBDSSAB) with the responsibility to ensure optimum utilization of resources for program effectiveness and financial integrity of the organization.

MAJOR RESPONSIBILITIES:

1. Directs the development, preparation and submission of Board and Provincial budgets ensuring the financial functions of the Board are conducted in a professional and timely manner in compliance with legislation requirements and policies of TBDSSAB.
2. Prepares reports and business cases with respect to significant activities related to the Department and provides recommendations to the Division Director.
3. Directs the overall financial management and develops and implements accounting systems and procedures to facilitate the financial operation of TBDSSAB within recommended guidelines.
4. Designs internal control systems for Department practices and administers the financial information, ensuring accounting principles, auditing techniques and financial analysis methods are applied.
5. Assesses Department staffing needs and participates in recruitment processes and makes effective hiring decisions. Responsible for staff development, performance management/review, coaching/mentoring, health and safety, collective agreement administration and discipline and termination decisions.
6. Develops and administers the expenditure of the department budget including identification of Department priorities.

7. Raises the Municipal Levy in a method consistent with Board policy and maintains a fixed asset inventory and policy for the Board.
 8. Co-ordinates and reconciles TBDSSAB Board funds, financial reports, asset liability accounts and completes financial statements with supporting documentation for audit.
 9. Facilitates and completes year-end reconciliation of all programs and Provincial funders.
 10. Reviews and recommends insurance coverage for the TBDSSAB.
 11. Performs other duties as may be assigned.
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QUALIFICATIONS:

Education/Experience

- A recognized accounting designation and a minimum of four to six years of experience at a senior management level in a public accounting environment.
- Proven experience in the development and implementation of financial systems and processes including a wide range of experience and knowledge in business operations together with proven knowledge of information management systems and use of technology to enhance operating environment.
- Knowledge of applicable legislation and related regulations.

Skills/Abilities

- Superior ability to communicate effectively and concisely, both orally and in writing.
- Ability to establish and maintain effective working relations internal and external clients.
- Proven skills in budget preparation and monitoring.
- Proven skills in planning and organizing.
- Ability to motivate and direct Department personnel.
- Proven organizational, administrative, interpersonal team building and management skills are required.
- Must be competent within the meaning of the Ontario 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