



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

**FINANCIAL ANALYST
CORPORATE SERVICES DIVISION**

TWO (2) PERMANENT FULL-TIME POSITIONS

POSTING NUMBER:	47-2024	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	JUNE 28, 2024	CLOSING DATE:	JULY 12, 2024
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	ANNUAL SALARY:	\$69,152.74 - \$81,356.16

POSITION SUMMARY:

Under the general supervision of the Manager, Finance, the Financial Analyst participates in the planning, preparation, analysis, recording and maintenance of budgets and the subsidy claims process. Participates in the preparation of year-end financial statements.

MAJOR RESPONSIBILITIES:

1. Works with the Manager, Finance, internal divisions, and outside agencies in the planning, analyzing, and documenting of both Provincial and TBDSSAB programs and budgets.
2. Works with Division Managers on salaries and benefits budgets, monitoring of costs including WSIB, STD and LTD, preparing confidential reports regarding these costs including collective bargaining costings.
3. Prepares on-going financial forecasts, status reports and confidential reports for the Manager's consideration.
4. Develops and maintains computerized financial systems used in the analysis of programs.
5. Provides direction and assistance to outside agencies in fiscal management.
6. Reviews legal and financial documents for budget accuracy.
7. Prepares grant and subsidy claim forms and statistical reports to generate revenue. Calculates the weighted assessment used for municipal levy purposes, prepares monthly levy invoices.
8. Ongoing control and monitoring of revenue and accounts receivable, and completion of Provincial quarterly year-to-date reports and year end reconciliation reports for Provincial bodies.
9. Reviews and analyzes quarterly reports and year-end financial reports and audited financial statements from funded agencies for compliance and to determine any settlement of cash flow advances. Documents the review and prepares the requisite correspondence to the agency.
10. Prepares working papers, variance analyses and account reconciliations for the year end audit file.

11. Works with auditors as required ensuring compliance with TBDSSAB policies and Provincial regulations and acts as a departmental resource for accounting procedures and principles.
 12. Participates in the hiring of staff.
 13. Provides back up to Manager, Finance as required.
 14. Performs such other related duties as may be assigned.
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QUALIFICATIONS:

Education/Experience

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

Skills/Abilities

- Must possess excellent oral and written communication skills.
- Advanced Microsoft Excel skills, Intermediate Microsoft Word skills, Basic Microsoft PowerPoint, Basic Microsoft Access.
- Good knowledge of ERP software - accounting, purchasing & HR modules.
- Must be competent within the meaning of the Occupational Health and Safety Act.

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 | 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