



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

ACCOUNTING ANALYST CORPORATE SERVICES DIVISION

ONE (1) PERMANENT FULL-TIME POSITION EXISTS

POSTING NUMBER:	12-2025	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	FEBRUARY 14, 2025	CLOSING DATE:	FEBRUARY 21, 2025
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	9	HOURLY RATE:	\$29.60-\$36.25

POSITION SUMMARY: Under the general supervision of the Manager of Finance, participates in the analysis and recording of daily business transactions and prepares account reconciliations to ensure accuracy of the financial systems.

MAJOR RESPONSIBILITIES:

1. Records the daily accounting transactions of the corporation in the financial systems.
2. Analyze and record monthly recurring journal entries.
3. Performs any accounting related analyses to ensure accurate recording of transactions within the financial systems.
4. Prepares and balances bank reconciliations for all bank accounts.
5. Liaise with staff within the corporation to investigate any accounting discrepancies discovered.
6. Assists with year-end accrual entries and balance sheet account reconciliations.
7. Work in a team structure providing accounting-related support to meet reporting requirements.
8. Performs such other related duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Diploma in Business from a recognized post-secondary education institution with a specialization in Finance or Accounting.
- Minimum three years' accounting experience in a computerized environment

Skills/Abilities:

- Must possess excellent oral and written communication skills.
- Intermediate Microsoft Excel skills, Intermediate Microsoft Word skills.
- Good knowledge of ERP software – accounting 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 I.

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 <https://www.tbdssab.ca/about/careers>

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