



**Job Title:** Supervisor - Accounts Payable - Temporary Full-Time

<b>Competition Number:</b> CORP-12-25	<b>Department:</b> Corporate Services
<b>Posting Category:</b> Open	<b>Division:</b> Finance
<b>Job Type:</b> Temporary Full-Time	<b>Affiliation:</b> Managerial
<b>Site:</b> City Hall	<b>Location:</b> CA-ON-Thunder Bay
<b>Min:</b> CAD \$98,941.44/Yr.	<b>Max:</b> CAD \$116,401.69/Yr.
<b>Pay Band:</b> 10	<b>Number of Positions:</b> 1
<b>Effective Date:</b> May 1, 2022	<b>Supersedes Date:</b> NEW
<b>Posted Date:</b> March 24, 2025	<b>Post End Date:</b> Open Until Filled

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

**Please Note: This is a 12 months temporary position. Application reviews begin immediately, continuing until the position is filled and may close at any time.**

**POSITION SUMMARY:** Under the general supervision of the Manager Corporate Financial Services and as part of the Corporate Services Team, is responsible for the effective and efficient management of accounts payable and performs project review and consulting assignments in order to improve the overall efficiency and effectiveness of the Corporation's financial business processes; conducts ongoing analysis of various Corporate Financial Information Systems (CFIS) business requirements; maintains the accounting and financial reporting functionality of various CFIS; prepares various financial reports and analyses; and undertakes other special projects as requested.

#### **MAJOR RESPONSIBILITIES:**

- Participates with the Division Director and Manager in planning and implementing short- and long-range goals and objectives.
- Provides assistance with the corporate budget, tangible capital asset accounting, general accounting, and documentation as required.
- Conducts best practice reviews and recommends business process re-engineering with respect to CFIS and business processes.

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- Develops business and accounting processes for the effective utilization of the City's CFIS.
- Administers various modules of the CFIS in conjunction with the project lead/manager and other departmental staff.
- Reviews, evaluates, plans, implements and administers the CFIS within the Corporation.
- Develops reports and financial statement specifications in the CFIS.
- Prepares financial reports, analyses, background material, and briefing notes.
- Conducts research studies, analyses, benchmarking research, and business case analysis for special projects, and compiles results.
- Participates in the long-term financial planning process as directed, including completion of financial modeling and long-range forecasting.
- Provides internal audit process reviews to ascertain Corporate compliance with established Corporate financial and procurement policies and procedures.
- Provides project-specific accounting and financial planning assistance to departments.
- Coordinates and leads cross-functional management teams, as required.
- Acts for and/or represents the Director-Financial Services as well as the Manager Corporate Financial Services, as required.

#### **ADMINISTRATIVE RESPONSIBILITIES:**

- Manages the direction and the day-to-day operation of the Accounts Payable Unit of the Finance Division.
- Assesses Unit staffing needs, makes recommendation on complement amendments and organizational structure, participates in recruitment processes, and makes effective hiring decisions.
- Supervises Unit staff including staff development, performance management/review, coaching/mentoring, collective agreement administration, discipline and termination decisions with the support of the Manager Corporate Financial Services.
- Prepares and controls the Unit Budget.
- Conducts research and prepares various financial reports and analyses.
- Performs such other related duties as may be assigned.

#### **QUALIFICATIONS:**

##### **Education/Experience:**

- Degree in business administration, commerce, or related discipline; and
- A professional accounting designation; and
- Three years of accounting experience in a computerized environment
- Supervisory experience, preferably in a unionized environment

##### **Skills/Abilities:**

- Strong skills and experience in public sector accounting and financial statement disclosure
- Knowledge in the use of software applications for financial systems, including general ledger accounting, operating and capital budget systems
- Ability to communicate effectively and concisely, both orally and in writing and to present ideas to a variety of audiences

- Ability to establish and maintain effective working relations with members of City Council, private and public officials, departmental staff, direct reports, co-workers, and the general public
- Strong leadership skills, including the ability to give direction, motivate, and recognize others; proven ability to share skills and knowledge with others
- Ability to improve effectiveness and efficiency in the Unit and Corporate financial business processes
- Must be proficient in the use of computers and current related software
- Highly self-motivated and directed
- Strong critical thinking, problem solving and decision making skills
- Independent judgment when dealing with confidential and sensitive issues
- Must be competent within the meaning of the *Occupational Health & Safety Act*

#### **Assets:**

- Experience with SAP software and FMW software

#### **CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Must sign and abide by *Employee Confidentiality Statement*

#### **LEADERSHIP COMPETENCIES:**

Competency	Proficiency Level	Proficiency Level Definition
Strategic Approach	3	Understands and aligns current actions with the Corporation's vision, mission, principles, values, and strategic direction
Political Acumen	3	Understands and uses formal and informal structures/networks
Innovation & Continuous Improvement	3	Encourages ideas to improve the quality of work and implements new approaches
Inspiring, Motivating & Developing	3	Provides encouragement and instruction and shares advice and expertise
Decision Making	2	Makes difficult decisions in the absence of established processes/ procedures
Collaboration & Partnerships	3	Develops and maintains positive internal and external relationships
Inclusion & Respect	3	Builds inclusion and respect into service development and delivery
Communication	3	Ensures information is communicated to others who should be kept informed
Business Acumen	2	Leads business systems and processes
Planning, Coordination & Execution	3	Develops plans, monitors, and ensures work goals are achieved

Legislative & Procedural Compliance	2	Makes positional decisions that align with the Corporation's legislative requirements, policies, procedures, and practices
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### **General Information:**

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

**ONTARIO HUMAN RIGHTS CODE:** It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

**ACCOMMODATION:** Reasonable accommodations are available upon request for all parts of the recruitment process.

**PRIVACY:** Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866