



**Children's  
Aid Society**  
THUNDER BAY DISTRICT

**Accounting Clerk  
Permanent Full-Time**

**POSITION PURPOSE**

The Accounting Clerk reports directly to the Director of Finance, and calculates, prepares and processes bills, invoices, accounts payable and receivable, expense reimbursements and other financial records according to established accounting procedures.

**SUMMARY OF POSITION QUALIFICATIONS AND REQUIREMENTS**

- Completion of a business diploma or degree from an accredited post-secondary institution, with a focus in accounting; previous work experience in accounting or a finance related position
- Experience in Java, Oracle and/or Cognos programs.
- Intermediate skill level in Microsoft Office, especially in Excel
- High level of attention to detail and a commitment to data quality and integrity; strong numeracy skills
- Ability to learn new technology, and use effectively in the workplace
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously
- Use of sound judgment and tact to address a range of issues and to problem-solve
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data and develop effective systems
- Strong “customer service” focus and approach to work; ability to relate and interact with co-workers and community collaterals in a courteous and purposeful manner
- Excellent interpersonal and communication skills.
- Proven ability to work as an integral member of a team.
- Demonstrated effective written communication skills; able to document information in a clear, concise, and accurate manner.
- Reliable vehicle, safe driving record and valid G Driver’s License
- Upon offer of employment, submission of a Current Criminal Records Check (Vulnerable Sector), deemed satisfactory to the employer
- Those offered employment will be required to provide proof of full COVID-19 vaccination or written medical exemption.

**PRINCIPAL RESPONSIBILITIES:**

- Code, total, batch, enter, verify, and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, cheque requisitions, and bank statements into agency computer programs/databases
- Respond to internal and external inquiries in a helpful manner, maintain positive relations and solve problems
- May be assigned accounting unit tasks in the community, e.g., bank deposits, purchase of transit passes

**Application Information – Applications Received to February 6, 2023**

Please submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) “Career Opportunities”. Individuals may also submit an application directly to: Amanda Reguly, The Children’s Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however only those considered for an interview will be contacted.