



Job Title: Coordinator Financial Report

Competition Number: CORP-34-25	Department: Corporate Services
Posting Category: Open	Division: Finance
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$81,780.83/Yr.	Max: CAD \$96,212.79/Yr.
Pay Band: 8 (interim)	Number of Positions: 1
Effective Date: August 21, 2023	Supersedes Date: New
Posted Date: August 15, 2025	Post End Date: August 31, 2025

Our Finance Division has a rewarding opportunity for a full-time
[Coordinator - Financial Reporting](#)
and we are looking for a dynamic professional to join our team!

Why join the Finance team at the City of Thunder Bay?

Our Finance Division provides financial services such as banking, accounting, investments, debt analysis, and accounts payable. We are responsible for the City's capital & operating budgets, and consolidated financial statements.

Financial reporting is one way to ensure the City remains accountable to property taxpayers in the community as it is important that the public can see how we're doing.

This is the time to join our team. If you seek to work in a position that contributes meaningfully to our community and has significant impact, then we would like to hear from you!

The Opportunity

Reporting to the Manager - Financial Reporting, you will direct and co-ordinate Departmental financial reporting, financial administration, performance measurement, management of grant funding applications, monitor for compliance with agreements and report submissions. You will also support financial processes, prepare various financial reports and analyse and participate in the strategic business planning of the Department.

For more accountabilities, review the [job description](#)

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The Ideal Candidate

The ideal candidate will have the following:

- Degree in business administration or commerce majoring in accounting together with three years' accounting or related experience, preferably in the municipal or broader public sector; or
- Diploma in business administration in accounting together with five years' accounting or related experience, preferably in the municipal or broader public sector
- Three years of previous budget preparation, financial reporting and resource management experience.
- Ability to establish and maintain effective working relations with other levels of government, private and public officials, direct reports, co-workers, and the general public
- Strong project/time management, analytical/critical thinking, problem-solving and decision-making skills
- Knowledge of and experience with applying and reporting for federal, provincial and non-government funding opportunities.

Our Great Tangible Benefits

When you join us, you will be in receipt of the following amazing benefits:

- A competitive salary and fantastic matching pension plan
- Paid vacation and holidays
- Strong health benefits coverage – employer paid health, vision, & dental benefits
- Excellent life insurance & accidental death & dismemberment insurance (2 times your annual salary)
- Supportive employee family assistance program (EFAP)
- Strong employee wellness program and related initiatives
- Great corporate training & leadership development
- Supportive career progression opportunities
- Great tuition reimbursement program (continuous learning)
- Voluntary leave purchase plan (purchase additional leave days)
- Volunteer time off program
- Great teamwork environment – have other professional & experienced staff to work with regularly
- Opportunity to provide meaningful work

Why the Corporation of the City of Thunder Bay?

The Corporation runs on people like you; that's why they're creating a workplace where everyone belongs. Driven by a commitment to excellence, they make a real impact in the community every day. With this employer, stability meets purpose, and diversity is valued. In their supportive and collaborative environment, your growth and well-being will be at the heart of everything they do.

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Why Thunder Bay?

Thunder Bay is a vibrant community and is the region's commercial, administrative, and medical hub. From trees to transportation to the new frontier for research, health and life sciences, the community stands for hard work and innovation. The City by the Bay is home to 38 elementary schools, three middle schools, eight secondary schools, two private schools, an adult education facility, a post-secondary college and a university institution that provides a medical school and a law school.

Learn more at: GoToThunderBay.ca

If you truly enjoy the advantages of work life balance that a smaller city provides in a large organizational setting, then come join us!

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 & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

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

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How to Apply

We can't wait for you to join us and be a part of our team!

For a detailed job description, including job responsibilities and to apply please

Visit: www.thunderbay.ca/jobs