



Job Title: Supervisor, Finance

Competition Number: CORP-51-26	Department: Corporate Services
Posting Category: Open	Division: Finance
Job Type: Full-Time	Affiliation: Non-Union
	Location: CA-ON-Thunder Bay
Min: CAD \$92,657.73/Yr.	Max: CAD \$109,009.09/Yr.
Pay Band: 9 (interim)	Number of Positions: 1
Effective Date: June 11, 2026	Supersedes Date: NEW
Posted Date: September 4, 2026	Post End Date: September 27, 2026

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!

Lead Financial Services. Improve Processes. Strengthen Service Delivery.

At the City of Thunder Bay, Our City Runs on People Like You. Together, we are building a workplace where everyone belongs—where your financial expertise, leadership, and commitment to continuous improvement help ensure the efficient delivery of financial services that support the entire organization.

Here, you will lead a team responsible for the delivery of financial transaction and payables processing, reconciliations, and general ledger support functions. Through strong leadership, effective process oversight, and a commitment to accuracy and accountability, you will play a key role in supporting the financial integrity and operational success of municipal programs and services across the City.

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Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where Leadership and Financial Expertise Come Together

As the [Supervisor Finance](#), you'll play a key role in the evolution of the City's Finance Unit. Leading a newly structured team of finance professionals, you'll have the opportunity to optimize workflows, define service standards, strengthen processes, and foster a collaborative and customer-focused approach to financial service delivery.

Working closely with Finance leadership, departments across the Corporation, and key internal stakeholders, you'll ensure financial transactions are processed accurately, efficiently, and consistently while identifying opportunities to improve processes, enhance internal controls, and support organizational priorities. Through coaching, mentoring, and team development, you'll contribute to building a strong foundation for service excellence, accountability, and continuous improvement.

This is a unique opportunity for a finance professional who enjoys balancing people leadership, process improvement, and operational oversight while helping shape how financial services are delivered across the Corporation.

Whether you live in Thunder Bay, are looking to return, or excited to make the City your new home, join a team where your leadership, expertise, and contributions are recognized and valued.

How You'll Lead and Support Your Team

In this role, you will provide leadership, coordination, and oversight for financial transaction processing and financial operations. You will also have the following accountabilities:

- Manage the direction and the day-to-day operation of the Finance Unit of the Finance Division.
- Participate as a member of the Finance Management Team in the development of strategic initiatives for the Division consistent with the overall strategic direction of the Corporate Services Department and the Corporation; provides input into the identification and development of Divisional policies, strategic initiatives, projects and priorities.
- Participate in the development and administration of the operating and capital budget, identify priorities, and monitor expenses ensuring budget requests are consistent with the Division operating objectives.

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- Supervise and coordinate the work of Finance Clerks and the Senior Finance Clerk, including training, scheduling, performance management, and providing guidance on financial processes and procedures.
- Oversee payables processing and general ledger support activities, including transaction review, approvals, and issue resolution.
- Provide technical guidance and support to staff on complex transactions, policy interpretation, and system processes.
- Review and monitor reconciliations, identifies discrepancies, and ensures timely investigation and correction of variances.
- Participate in the development and continuous improvement of financial processes, systems, and controls to enhance efficiency and accuracy.
- Respond to inquiries and resolve escalated issues from departments, vendors, and internal stakeholders.
- Coordinate and support month-end and year-end activities, ensuring completion of reconciliations and required working papers.
- Monitor workload distribution, sets priorities, and ensure service levels and deadlines are maintained.

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the [Supervisor Finance](#), you'll enjoy:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
- Exposure to strategic corporate initiatives and cross-departmental projects
- A collaborative leadership environment that values innovation, continuous improvement, and creative problem solving
- Leadership development opportunities to help you grow your supervisory and management capabilities
- The opportunity to lead process improvements and modernization initiatives that strengthen financial operations

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What You'll Bring to the Team

Here's what will help you succeed as the [Supervisor Finance](#):

- Degree in accounting, finance, or a related field, and 3 years of progressive experience in a financial or accounting environment, including transaction processing, reconciliations, and accounts payable, or
- Diploma in accounting, finance, or a related field and 5 years of progressive experience in a financial or accounting environment, including transaction processing, reconciliations, and accounts payable.
- Previous supervisory or lead experience, preferably in a unionized environment.
- Must have thorough knowledge of accounting principles, financial processes, and transaction-based accounting functions.
- Ability to interpret and apply corporate financial policies and procedures.
- Strong leadership, supervisory, and interpersonal skills with the ability to coach and develop staff.
- Ability to coordinate workflows, set priorities, and manage multiple deadlines.
- Ability to establish and maintain effective relationships with Administration, Union executives, superiors, co-workers, employees, and the general public

For a detailed job description, [Click Here](#)

Grow Your Leadership and Financial Expertise With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll help shape meaningful work, support organizational success, and contribute to an exceptional employee experience.

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:

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- 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