



**Join us and make
a difference.**

Corporate Services Associate

Permanent Full-Time, (35 hours/week); Bargaining Unit
Salary Range: \$50,680 - \$62,957 (annual)
Location: North Bay, Ontario

As part of a high-performance team, you will provide financial and administrative services to ensure effective, efficient and accurate financial and administrative operations. You will ensure compliance with established policies and procedures. This includes processing and monitoring payments and receivables, expenditures, government remittances, and account analysis. You will also prepare journal entries and provide corporate financial reporting services, and financial control, including analysis of financial/statistical reports, for the organization.

In a collaborative team environment, you will utilize your exceptional office administration and accounting skills, to receive, verify, obtain approvals, code and process invoices and payments of vendor invoices, employee expenses and requisitions for purchases. You will assist in the preparation and distribution of monthly and year-end reports, issue manual payments, post all information in the General Ledger and maintain an accurate filing system.

In this role, you will process payments by depositing cheques, processing credit card payments and updating customer file, and support the administration of expense system software.

Your ability to maintain a high level of accuracy in preparing and entering financial information is complemented by your exceptional problem-solving skills, including financial analysis. You possess sound knowledge of financial management principles, and have obtained a post-secondary diploma, or equivalent combination of education and experience, complemented with a minimum of 3 years of related job experience.

To apply for this position, please forward your written application (cover letter and resume) by 4:00 p.m. on **November 7, 2025, to:**

Human Resources
Workplace Safety North
690 McKeown Avenue
North Bay, ON P1B 9P1
E-mail: talent@workplacesafetynorth.ca
www.workplacesafetynorth.ca

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

WSN is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSN will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process.