Administrative Officer, Finance and Administration

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Administrative Officer, Finance and Administration

College of Arts

Hiring #: 2016-0320

Please read the Application Instructions [2] before applying

Reporting to the Manager, Finance and Administration, the Administrative Officer provides financial and analytical expertise and support for the College of Arts with a strong understanding of policy and process. Providing analysis and statistical reporting on financial and academic data for the college, the role is central to supporting college planning and decision-making. In addition to the management of work through others, including departmental staff, the Administrative Officer also delivers key operational support and expertise to the college as a whole on wide range of administrative matters.

Key duties and specific responsibilities will include: analysis, monitoring and reporting on metrics and the financial condition of the college; monitoring college revenues and expenditures from all funding sources to ensure that potential areas of overspending are identified and resolved; effective and timely preparation, implementation and monitoring of college operating budgets; maintaining reporting frameworks necessary to communicate key college performance measures including financial, enrolment, space and human resource information; providing expertise including but not limited to; analysis, options, orientation and guidance to Chairs and Directors, with a focus on providing effective operational and human resource efficiencies across departments and programs; supporting the college on human resources processes within a heavily unionized environment; ensuring the effective application and compliance with all university financial and administrative policies and procedures within the college (e.g., financial, human and physical resources); liaising effectively with college faculty, staff and, where required, students, especially in areas of critical or high risk practices or processes; and training college administrative staff on applicable policies and procedures.

Requirements of the position include: An Undergraduate Degree in Accounting, Finance, Business or Commerce, and 5 years of related experience in public sector financial management and reporting; or an equivalent combination of education and experience. An accounting designation is required (CGA, CMA, CA, CPA). Experience with personnel supervision, including team building and professional skills development, and experience delivering training programs is preferred. Advanced knowledge of desktop software, including Microsoft Office Suite, presentation software, databases and other larger accounting/business software products is essential; excellent analytical skills and organization abilities are required, as are the abilities to meet deadlines, coordinate multiple and complex projects, and communicate professionally with various constituencies. Excellent communication skills (oral and written) are essential.
Position Number    251-028
Classification         P04*

Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 29
Closing Date: 2016 08 15

Powered by CCS

Source URL (modified on 08/08/2016 - 15:11): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/administrative-officer-finance-and-administration

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply