Treasury/Insurance Service Assistant

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]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Treasury/Insurance Service Assistant

Treasury Operations, Financial Services
Hiring #: 2016-0376

Please read the Application Instructions [2] before applying

Reporting to the Treasury Supervisor and to the Assistant Director, Treasury Operations the Treasury/Insurance Service Assistant is a contributor for a number of specialized Treasury and Insurance functions within Financial Services. This position is a dual role split 50/50 in time and effort between front office (Treasury) and Insurance support. The timing of the work effort for the roles is such that they can complement each other.

The Treasury/Insurance Service Assistant would be responsible for:

Treasury (Front-Office):

- Providing excellent client service to all University departments, Colleges, Research Stations, and the General Public while ensuring all deposits adhere to University policy and procedures.
- Ensuring all backup is provided and all items balance to RRV totals.
- Responds to any questions on University of Guelph policies and procedures with regard to Treasury services related to revenue and deposits, payments on university invoices, outgoing payments, wire transfers, etc.
- End of Day consolidation process for the daily deposit and completes the Oracle Financials job that transfers daily revenue received to the university General Ledger.
- Primary resource to create and process Departmental requests for outgoing Wire payments.

Insurance:

- Point of contact for general insurance related matters from both internal and external contacts, providing support to them regarding their inquiry.
- Provides certificates of insurance at the request of University departments, and maintains the database of yearly required certificates currently held.
- Attends meetings with various levels of staff/clients including Insurance Adjusters, Insurance Carriers, Brokers, Department Heads, and Managers, providing meeting minutes and follows up on action items in a timely manner, attends the CAP committee meetings, and provides support to events regarding insurance coverage.
• Provides records management regarding Insurance policies, on-going insurance claims, incidents that may lead to a claim, vehicle insurance coverage, and waivers from students, volunteers, researchers, and staff regarding certain activities on and off campus.

• Communicates, verifies, and supports the affected Department and Claims Adjuster with reports, quotes, invoices, and any other documents related to a claim from internal and external sources.

Requirements of the position include: a one year post-Secondary education coupled with one year of treasury or compliance related experience; excellent computing skills (MS Office suite, reporting tools, Oracle Financials) are essential; above average communication and team-building skills and a strong commitment to client service. The ability to demonstrate a high level of confidentiality, attention to detail, and accuracy; and the ability to multitask and prioritize, and handle competing demands while working with interruptions in a fast paced environment.

Position Number         011-007
Classification               USW, Local 4120 Salary Band 3*
Salary Range $20.20 Minimum (Level 1)
$22.55 Normal Hiring Limit (Level 3)
$27.26 Job Rate (Level 7)

Posting Date: 2016 09 09
Closing Date: 2016 09 16

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