Manager, University Payment Services

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Professional and Managerial Group

Manager, University Payment Services

Financial Services

Hiring #: 2018-0503

Please read the Application Instructions [1] before applying

The Manager University Payment Services is responsible for all non-payroll payments in direct support of the University’s educational, teaching, research, and administrative programs. A key component of this role is the effective implementation of the University’s polices and processes in co-ordination with Provincial, Federal, affiliate, and funding agency regulations. As such, the Manager is expected to proactively manage the high volume, deadline driven payment processes performed by a staff of 10 using professional judgement and discretion on a daily basis.

Major responsibilities include:

- Direct and coordinate departmental staff and other resources engaged in the delivery of payment services. This requires on-going analysis, planning, and prioritization of workflows by developing specific goals and plans to match shifting resource demands.
- Oversee the development, operation, management, and enhancement of 6 fundamental Payment Services systems and their underlying technologies: ECS (Expense Claims System), Oracle Payables, FRS, SAS (Signature Authorization System), T4A/AP/HR integrated system, and the Perceptive Content Electronic Routing System as they pertain to Payment Services.
- Ensure the effective, efficient, and timely processing of expense claims, supplier invoices, cheque requisitions, petty cash reimbursements, and other payment instruments within University policies and where applicable, with those of external agencies and stakeholders.
- Design, develop, implement and enhance internal controls around University payment and expense reimbursement processes. Continuously analyze these controls to ensure University assets are adequately safeguarded, disbursement transactions are accurately recorded, and the risk of fraudulent transactions is minimized.
- Ensure that the University is compliant with various legislative requirements such as Broader Public Sector (BPS) directives, commodity tax legislation, and income tax legislation as they apply to University payment activities. This requires both detailed knowledge of the various legislation and the ability to exercise professional judgement to balance these legislated requirements with operational requirements and the expectations of internal clients and suppliers.
- Act as a resource for faculty, staff and colleagues providing advice, information and training around external legislation and internal policies and their effect on the processing of expense claims, PDRs, invoices, cheque requisitions, petty cash, or other payment instruments.
- Design, develop and deliver stakeholder education in payment and expense reimbursement processes including the effect that various external legislation and internal policies have on those processes.

Requirements of this position include:

- An undergraduate degree combined with 5 years related work experience in a management role within a complex business environment, or an equivalent combination of education and experience
- A professional accounting designation (CPA)
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- Computer software skills, including Microsoft Office Suite, and demonstrated knowledge of larger ERP systems, preferably Oracle Payables
- Strong interpersonal skills
- Effective oral and written communication skills
- Demonstrated problem-solving, decision making and conflict management skills with the ability to exercise good judgement, tact and diplomacy
- Established skills in leadership, mentoring, coaching, and performance evaluation
- The incumbent must be motivated to work in a fast paced, multi-tasking environment with the ability to work effectively under pressure during peak periods

Position Number         414-001
Classification               P07*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 10 22
Closing Date: 2018 11 05

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