Assistant Director

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Professional and Managerial Group

Assistant Director

Treasury Operations, Financial Services

Hiring #: 2019-0037

Please read the Application Instructions [1] before applying

Reporting to the Director, Treasury Operations, the Assistant Director is a senior financial officer responsible for the functional management of the University’s banking, debt management, investing, and insurance portfolios.

The Assistant Director manages the banking and cash management of the University and acts as one of the primary contacts for all banking related matters. The incumbent will leverage these relationships to ensure that all our cash receipting and payment processes operate on a daily basis. These banking relationships also extend to include the management of our external debt program including sourcing and negotiating new debt.

The Assistant Director manages the University’s cash position which informs the investment requirements of the various funds managed by Treasury Operations. Investments are sourced through various channels with the goal of maximizing the benefit to the University and as such requires constant monitoring of market conditions and assessment of opportunities by the Assistant Director.

The insurance portfolio is a critical component of securing the University’s assets and forms an important component of the Assistant Directors role. Included in this portfolio is the review of contracts, the management of insurance policies, and the consultation on new or emerging issues that may require additional coverages.

The Assistant Director role supports the University campus as a whole and the successful candidate will need to develop effective working relationships across the campus community.

Requirements of the position include an undergraduate degree in a related field, a professional accounting designation; a CTP or CFA – level 1 is considered an asset; with six years related experience, or an equivalent combination of education and experience.

Additional requirements include:

- Strong leadership and decision-making which are essential to success in this role as this individual is a key leader in the University’s insurance and cash management processes.
- Verbal and written communication skills are critical to this role as this individual is often a direct contact to various stakeholders and is required to communicate or summarize complex issues for a wide audience.
- Technical skills are demonstrated through an accounting designation, and other accreditation.
- Systems knowledge is demonstrated through having high proficiency in MS Excel, MS Word and an ERP system (Oracle an asset)

Position Number         011-022
Classification               P08*

*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: 2019 01 14
Closing Date: 2019 01 28

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