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Office, Clerical and Technical

Treasury Officer

Temporary part-time from May 1, 2019 to April 30, 2020
(Less than 24 hours a week)

Hiring #: 2019-0230

Please read the Application Instructions before applying

The Treasury Officer, reports to the Assistant Director, Treasury Operations and is a key individual responsible for a number of specialized Treasury and banking functions within Financial Services. The incumbent is required to manage a number of applications using bank systems, Oracle Financials and University accounting and interface processes. The tasks are managed are time-sensitive which require a balance of general accounting and technical skills and the ability to troubleshoot as required.

The responsibilities of the job include;

- Administration of the Cheque Clearing Process for all Payroll and Account Payables cheques.
- Manage the daily transfer process for all online payments received electronically across the global banking network.
- Oversight and reconciliation of a number of Bank accounts for various revenue and expenditure core activities along with Departments, Colleges, ancillaries including Hospitality & Parking and others. The incumbent is responsible for ensuring that all bank activity and journal entries are completed in a timely manner and uploaded to the university general ledger.
- Administer the daily transfer process for student payments collected electronically across the global banking network.
- Other general duties as assigned, under the guidance of the Assistant Director, Treasury Operations.

Requirements of the position include: One (1) year community college with a minimum of one (1) year related accounting and university experience; excellent computing skills (MS Office suite, reporting tools, experience with Oracle Financials) are essential; above average analytical and communication 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.

Hourly rate $21.81 - $24.37 per hour

At the University of Guelph, fostering a culture of inclusion 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 04 22
Closing Date: 2019 04 29
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