Manager, Accounting & Administrative Operations

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Professional and Managerial Group

Manager, Accounting & Administrative Operations

Physical Resources

Temporary full-time from September 2019 to October 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0489

Please read the Application Instructions [1] before applying

Reporting to the Director, Finance and Administration within Physical Resources, the incumbent will provide professional accounting methods, financial and analytical expertise, and guidance to Directors and Managers in Physical Resources, related to budget preparations, actual spending and forecasting. The Manager will prepare analysis and statistical reporting on department financials, providing vital information to inform strategic planning and decision making. The incumbent must also provide purchasing expertise, analysis, support and guidance to the Managers and Supervisors in Physical Resources relating to operating budgets, which total in excess of $21 million, and a utilities budget exceeding $22.5 million. The incumbent will work closely with the accounting staff and directly supervise two administration support staff, providing guidance and assistance as required. The Manager, having a strong policy and process orientation will also provide key operational support and expertise on a variety of high-level administrative matters. Other responsibilities will include overseeing the computerized maintenance management system, preparing journal entries and invoices for internal and external parties; preparing graphs and statistical information on key performance indicators; and other associated duties as assigned. This position will also work closely with the Manager, Capital Accounting, and act in his/her capacity in their absence.

Requirements of the position include: an undergraduate degree in a related field and a CPA designation are essential, together with several years’ related experience preferably in a university setting. Above average interpersonal, communication and analytical skills are required, as is advanced knowledge of Microsoft products, specifically, Excel pivot tables and formula use. Purchasing knowledge is required as it relates to the Broader Public Sector (BPS). An understanding of University of Guelph financial and administrative policies and procedures is preferred. Candidates should demonstrate strong organizational, oral and written communication skills, and should be able to exercise initiative, sound judgment, tact and diplomacy. The Manager needs to be adaptable, have superior conflict management skills, and be organized, a creative thinker, client focused and an excellent analytical thinker. The incumbent must have working knowledge of the University’s financial reporting system. The ability to work as part of a team or independently while maintaining a positive attitude is essential.

(Covering) Position Number   836-033
Classification               P05

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 08 26
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