Financial Coordinator

Forbes includes U of G Among Canada’s Best Employers

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

Financial Coordinator

Alumni Affairs & Development

Hiring #: 2019-0521

Please read the Application Instructions [1] before applying

AA&D is a central service accountable for raising money for approved Integrated Plan strategic priorities through identifying and aligning the interests of prospective donors. The department assists the University in realizing its’ full potential in teaching, research and innovation.

Reporting to the Financial Reporting Manager, the Financial Coordinator is accountable for department accounting and reporting support for AA&D. The position requires a high level of customer service as this position is a front-line position for the Financial Services department interacting with donors, university staff external to AA&D and AA&D staff. Highly effective written and oral communication skills and relationship building skills are essential to this position. Specifically, the Financial Coordinator is accountable for accounting activity for AA&D, Alumni Association accounting, event registration payment processing and various other financial projects as assigned.

Requirements for this position include a minimum of two (2) year community college diploma in Accounting (University degree preferred) plus one (1) year related experience. Proficiency utilizing Sage accounting software, Oracle/FRS as well as Microsoft Office suite (emphasis on Excel) is mandatory. Experience with CRM/database systems (Cannon/Blackbaud preferred) is considered an asset. To be successful in this role, the candidate must be able to handle competing demands and effectively prioritize them while meeting deadlines. In addition, above average communication and interpersonal skills, as well as excellent attention to detail are required.

Position Number 561-009
Classification USW, Local 4120 Salary Band 4*
Salary Range $23.13 Minimum (Level 1)
$25.85 Normal Hiring Limit (Level 3)
$31.29 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] 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 09 18
Closing Date: 2019 09 25

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/financial-coordinator

Links
Financial Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

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