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

Treasury Officer

Treasury Operations, Financial Services

Temporary full-time from November 11, 2019 to August 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0617

Please read the Application Instructions [1] 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 within a tight time frame, requiring a balance of accounting and technical skills and the ability to problem solve and trouble shoot as required.

The responsibilities of this position include:

- Management and reconciliation of credit, debit card & web payments ($60 million annually) received centrally for the 60+ University department merchants located across campus. Must be able to manipulate data from a number of system environments that includes: electronic & manual bank statements, excel spreadsheets, Oracle Financials, CIBC Cash Management system and others.
- Administration & management 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.
- Administration of the Merchant Accounts and Payment Card Industry requirements ensuring the University can appropriately process credit, debit card & web payments while assisting merchants with their accounts.

Requirements of the position include: a two year college diploma in accounting or a related field (an undergraduate degree preferred) with a few years of related experience; Certified Treasury Professional Certification would be considered an asset; 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, along with handling competing demands while working with interruptions in a fast paced environment is critical to success in this role. Experience working in the University sector is preferred.

Covering Position Number 011-024
Classification USW, Local 4120 Salary Band 4*
Normal Hiring Range $23.13 - $25.85 per hour

*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 11 06
Closing Date: 2019 11 13

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/treasury-officer

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