Manager of Financial Operations

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Professional and Managerial Group

Manager of Financial Operations

Laboratory Services Division

Hiring #: 2021-0613

Please read the Application Instructions [1] before applying

Laboratory Services Division (LSD) is a diverse service laboratory consisting of two operational units: the Animal Health Laboratory (AHL) and the Agriculture and Food Laboratory (AFL). Laboratory Services Division provides analytical and diagnostic testing services to clients in the private sector, government and academia.

Accountable to the Office of Research, LSD operates under the leadership of two Co-Executive Directors. The Manager of Financial Operations reports directly to the Co-Executive Director of LSD/ Director of the AHL and is essential to the overall strategic planning of both lab units. The Manager of Financial Operations has direct responsibility for AHL and AFL’s annual and long-term operating budgets, the financial stewardship of the AHL and AFL’s assets and revenues, AHL and AFL’s financial management and reporting, and the day-to-day financial operations that support the whole department, which include: accounting, billing, collections, credit card processing, deposits, petty cash and purchasing. The Manager of Financial Operations is also responsible for the direct supervision of Finance staff and the functional guidance of all staff, for all finance-related matters in LSD.

Requirements of the position include:

- Undergraduate degree in Commerce, Business Administration or Accounting and a professional accounting designation (CGA, CMA, or CPA) along with several years of financial management experience in a complex environment, or a combination of education and experience;
- Demonstrated experience in finance and budget management and related policies;
- Proven ability to interpret and analyze financial data and communicate related information to others;
- Experience working with a large and diverse internal and external client base;
- Proven track record in leadership competencies centered on big picture orientation, by implementing best practices and solutions to continually improve operations;
- Ability to negotiate in challenging situations with both internal and external stakeholders;
- Experience overseeing and supervising multiple work areas;
- A demonstrated ability to support organizational values including: Client Centered, Integrity, Individuals Matter, Shared Responsibility, and Committed to Evolving;
- Experience in a higher education institution and/or a scientific laboratory environment is an asset.

Position Number 484-024
Classification P06*

Professional/Managerial Salary Bands [2]

*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.

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