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

Alumni Affairs and Development
Temporary full-time from April 2022 to March 27, 2023
Temporary absence of the regular incumbent
Hiring #: 2022-0204

Please read the Application Instructions [1] before applying

Alumni Affairs and Development (AA&D) is a central service at the University of Guelph and supports the University’s mission to Improve Life by building lifelong relationships with alumni, donors, and champions to raise money for the institution's strategic priorities. The department assists the University in realizing its full potential in scholarships, teaching, research, and innovation.

Reporting to the Finance Manager, Gift Processing and Records, the Treasury Assistant, is responsible for prompt and accurate processing of donations (cheques, cash, credit cards, online donations, shares, gifts in kind, direct deposits, pre-authorized payments, payroll deductions), pledges and recurring gifts for the University of Guelph using the Blackbaud CRM (AA&D CRM) and Luminate Online (online e-communication/e-commerce) databases.

AA&D’s annual processing of gifts (based on a three (3) year average) entails entering 24,000+ gifts and 300+ pledges/recurring gifts from more than 13,000 donors. The three (3) year average value of these donations is $45+ million. Donations vary from $2.00 to $21 million. The Treasury Assistant is responsible for maintaining precise records of several reports from various computer systems used on campus for University reporting and Canada Revenue Agency (CRA) standards for auditing. The Treasury Assistant also has a role in assisting the internal and external auditors and providing all the documentation requested for auditing.

The incumbent works with AA&D Records Staff to ensure the personal information of the University’s donors and alumni are kept up to date while understanding the privacy needs and regulations of the University and our related Governments. In this position, the Treasury Assistant uses several different systems on campus (e.g., Financial Reporting System (FRS), Microsoft Office Suite, Perceptive Content, Sage Accounting, etc.).

The Treasury Assistant must be service-oriented, with a strong focus on donor satisfaction. In this role, the incumbent communicates in person, by phone, and via electronic and regular mail with donors (individuals and corporations), AA&D staff, and employees throughout the University Campus.

Requirements of the position include:

- One (1) year community college related to the administrative area, particularly bookkeeping is required, and one (1) year experience.
- Knowledge of institutional databases and good data management practices.
- Advanced knowledge of software including Oracle applications, Microsoft Word, Excel, and Outlook.
- Advanced interpersonal communication skills (oral, verbal and written).
- Ability to effectively handle multiple tasks and priorities with a great deal of accuracy.
- Ability to adapt to changing processes and requirements.
- Professional attitude, tact, and diplomacy.
- Experience in bookkeeping or a treasury role.
- Experience in the fundraising environment.
Excellent understanding of University or organizational policies and processes regarding public vs. private information and appropriate handling of each information category.

Covering Position Number  561-003  
Classification         USW, Local 4120 Salary Band 4 
Normal Hiring Range $23.83 - $26.63 per hour

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: 2022 03 28  
Closing Date: 2022 04 11 (extended)

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

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