Associate Director, Finance and Operations

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Associate Director, Finance and Operations

College of Arts

Hiring #: 2022-0792

Please read the Application Instructions [1] before applying

The University of Guelph, highly ranked for providing comprehensive education and world-class research, is seeking a new Associate Director, Finance and Operations. Reporting to the Dean of the College of Arts (COA) and the Associate Vice President, Finance, the Associate Director, Finance and Operations (ADFO) is the key administrative professional for the College of Arts. The Associate Director will serve as the chief administrative officer over all components of college resource management including: financial, human resource, space and operational logistics. In this capacity, the ADFO plays a major support role to the Dean in the successful realization of college strategic priorities, operational goals and the use of effective and efficient administrative procedures and practices. The ADFO also serves as an important advisor to the Dean on a wide variety of planning and policy matters including the interpretation and implementation of existing and new or changing policy or legislative requirements.

As part of the senior leadership group in the COA, the Associate Director actively participates in the development of college strategic and operational planning, the implementation of major college initiatives leads several special projects. In addition, the ADFO will be responsible for ensuring the college has access to the necessary information on which to base sound decisions. This responsibility includes financial information as well as enrolment, human resource and space data accessed from a variety of sources. The ADFO will be responsible for the supervision, oversight and operational management of college support staff in several administrative areas.

Requirements of the position:

- Completion of an undergraduate degree in Business, Accounting, Finance or Commerce, coupled with a CPA designation progressive related experience.
- A master’s degree would be considered a strong asset.
- Progressive management and administrative experience, including involvement with organizational design, managing human resources, risk assessment, resource allocation and mitigation strategies.
- Knowledge of financial and accounting principles and procedures, with the ability to conduct financial analyses, and generate reports for decision making.
- Strong leadership experience, with the ability to supervise and manage staff and resolve staff problems.
- Knowledge of post-secondary institutions and related operations would be considered and asset.
- Skills in planning, negotiation, onboarding, and the ability to influence are important for implementation of strategy and the adoption of college-level goals.
- Excellent interpersonal and communication skills; and experience finding solutions for a complex organization with various competing stakeholder groups.
- Knowledge of various stakeholder interests and an ability to assess the implications of decisions related to strategic, financial and operational goals.
- The ability to build strong working relationships to promote effective ongoing engagement among college and central support services to ensure college and University process and policies are aligned.

Position Number 251-025
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: 2022 11 10
Closing Date: 2022 11 23