

Job Description

Job Title:	Associate Director, Treasury
Department:	Finance
Reports To:	Director of Finance
Jobs Reporting:	Investment Analyst, Insurance Analyst, Tax & Compliance Analyst
Salary Grade:	15
Effective Date:	August 2018

Primary Purpose

The Associate Director, Treasury manages the University's Treasury operations including managing the University's short and long-term cash requirements, investing operational funds, ensuring appropriate controls and guidance are in place related to Treasury matters and acting as one of the University's banking signing authorities. The Associate Director, Treasury also provides oversight for the functional areas of tax and insurance.

Key Accountabilities

- Manage the University's Treasury operations
 - Manage cash flow requirements considering working capital and capital project expenditures and liquidity of funds
 - Invest operational funds within the framework established by University policies and procedures
 - Act as a banking signing authority on behalf of the University
 - Manage the University's bank account structure
 - Review, define and recommend the payment methods used for incoming and outgoing payments
 - Identify and recommend new financial services available from the University's banks and other financial services providers. Work collaboratively with other groups within Finance and other areas of the University as required to implement new financial services.
 - Ensure appropriate policies, procedures and guidance are in place related to Treasury matters
 - Ensure an appropriate control framework is in place related to Treasury activities
 - Manage online banking and online accounts related to other financial services providers including ensuring that appropriate security is in place
 - Coordinate the execution of written instructions to investment managers for the trust, the endowment and the pension for investment transactions as approved by the appropriate signing authorities and Board committees
 - Implement business process improvements to achieve efficiencies and to leverage technologies. Stay up to date with emerging technologies and services in the Treasury area with a view towards continuous improvement
 - Review any external debt requirements; analyze and make recommendations on external debt options if required; establish procedures related to the University's internal financing program

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<ul style="list-style-type: none">• Manage relationships with the University's banks and other financial services providers<ul style="list-style-type: none">○ Manage relationships with the University's domestic and foreign banks and other financial services providers including brokerages, investment managers, custodians, foreign payment service providers, payment processors who enable accepting payments by credit and debit cards, payment gateways and an armoured car service provider○ Review the ongoing performance of these service providers○ Coordinate new account implementation and new service and product implementation with each service provider○ Ensure that contracts with banks and other financial services providers are appropriate and up to date; work with the appropriate groups at the University to take these services to the market with RFPs for these services at appropriate intervals
<ul style="list-style-type: none">• Review and monitor investment performance and complete accounting and reporting on investments and endowments<ul style="list-style-type: none">○ Monitor and review investment performance; prepare or review regular recurring as well as ad hoc reporting on investment performance that is provided to senior management and relevant Board committees○ Review and complete accounting for the University's investments and the annual distribution of investment income for endowments○ Oversee the preparation of and detail review the annual financial statements for the registered pension plan; liaise with the external auditors of the pension financial statements○ Provide recommendations to senior management related to investments in the trust and endowment funds and in the registered pension plan
<ul style="list-style-type: none">• Provide management oversight and support for the functional areas of tax and insurance<ul style="list-style-type: none">○ Provide oversight for the University's insurance program which is supported by an Insurance Analyst, including ensuring that appropriate insurance coverage is in place to cover the University's assets and business activities○ Provide oversight for the University's tax requirements which are supported by a Tax and Compliance Analyst, including ensuring that the University maintains tax compliance and that the University claims the tax recoveries that it is entitled to○ Guide the University's PCI compliance processes and ensure timely reporting of our compliance to the University's payment processors○ Ensure that the Finance team provides helpful, timely, practical, risk-based guidance on insurance and tax matters to the University community
<ul style="list-style-type: none">• Provide leadership and direction for team members<ul style="list-style-type: none">○ Manage the hiring and performance of team members○ Provide team members with direction, support, and professional development opportunities○ Ensure appropriate cross training is in place for all critical functions
<ul style="list-style-type: none">• Other<ul style="list-style-type: none">○ Act as a member of the management team responsible for developing and implementing the strategic direction of the Finance team○ Promote a culture of continuous improvement in terms of efficiencies and leveraging financial systems capabilities and new technologies○ Collaborate effectively with other functions to achieve University objectives○ Continuously investigate Treasury management issues and industry trends in order to maintain a high level of quality in Treasury operations○ Participate in other department and University projects and assignments as required

Required Qualifications

Education <ul style="list-style-type: none">• University undergraduate degree, courses in accounting or business preferred• Chartered Professional Accountant (CPA) designation (Canada)
Experience <ul style="list-style-type: none">• A minimum of 8 years of senior financial experience in complex environments• A minimum of 3 - 5 years of experience managing or coaching staff• Previous experience in Treasury operations and/or managing financial services relationships and/or cash management• Previous experience with financial risk management• Exposure to a not-for-profit or public sector environment is an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization• Strong analytical, technical and problem-solving skills• Conceptual thinker with strategic planning skills and initiative• Excellent interpersonal and communication skills including verbal, listening, written and presentation skills• Works independently with a strong work ethic• Exceptional attention to detail• Understanding of generally accepted accounting principles and their application to not-for profit organizations• Demonstrated leadership and mentoring skills• Expertise and ability to provide advisory services• Strong relationship building skills• Demonstrated ability to work in cross functional teams• Ability to plan and lead discussions• Team player who works collaboratively with colleagues• Strong computer skills including advanced MS Excel• Familiarity with income tax, value added tax and excise tax• Familiarity with institutional insurance programs

Nature and Scope

- **Contacts:** Internal: Finance team members, colleagues across the campus community, including providing support and reporting to University senior management and Board committees. External: Banks, financial services providers, auditors from external firms, Canada Revenue Agency
- **Level of Responsibility:** As a banking signing authority, the incumbent has a significant level of responsibility. This position is a member of the senior management group within Finance and as such represents and speaks on behalf of Finance on various Finance-related matters.
- **Decision-Making Authority:** The incumbent is a banking signing authority of the University who makes day-to-day investment decisions within the framework of University policies and procedures. The position is a member of the senior management group within Finance and represents and speaks on behalf of Finance on various Finance-related matters

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- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment. The incumbent must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Office based.