Job Description

Job Title:	Director, Treasury
Department:	Finance
Reports To:	Chief Financial Officer
Jobs Reporting:	Treasury & Investment Analyst, Insurance Analyst, Tax & Compliance Analyst
Salary Grade:	USG 17
Effective Date:	May 2023

Primary Purpose

The Director, Treasury acts as one of the University's banking signing authorities and manages the University's Treasury operations including oversight of financial service relationships, managing the University's short and long-term cash requirements, investing operational funds, actioning investment transactions in the University's pension, endowment and trust portfolios, and ensuring appropriate controls and guidance are in place related to Treasury matters. The Director, Treasury also provides oversight for the functional areas of tax and insurance, and acts as a resource for various Board committees. The role works closely with the senior management team in Finance (Finance Senior Team) to ensure that Finance functions are well integrated. As a member of the Finance Senior Team, has responsibility for Finance business operations, administrative infrastructure, and the advancement of Finance and University strategic initiatives.

Key Accountabilities

As a member of the Finance Senior team, provides executive leadership and support across the Finance portfolio including strategic planning and resource allocation

- Act as a member of the Finance Senior team responsible for developing and implementing the strategic direction of Finance
- In collaboration with the Finance Senior team, aligns priorities and resources (short-term and long-term) and contributes to multi-year planning of Finance projects and advancement of University-level projects and strategic initiatives
- Works closely with the Finance Senior team to ensure that Finance functions are well integrated
- Provides expert financial analysis and recommendations to University senior management on business decisions related to general Finance, financial controls, and the strategic, reasonable and efficient use of University resources, based on a strong understanding of the University's diverse business activities

Directs the University's Treasury operations

- Manage cash flow requirements considering working capital and capital project expenditures and liquidity of funds
- Invest expendable 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.

- Manage online banking and online accounts related to other financial services providers including ensuring that appropriate security is in place
- Action investment transactions in the trust, endowment and pension plan 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
- Guide the University's PCI compliance processes and ensure timely reporting of our compliance to the University's payment processors
- Review any external debt requirements; analyze and make recommendations on external debt options if required; recommend procedures related to the University's internal financing program
- 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 relationships with the University's banks and other financial services providers

- Engage in, and manage relationships with active and prospective financial service providers including domestic and foreign banks, brokerages, investment managers, custodians, investment consultants, foreign payment service providers, payment processors, payment gateways and an armored car service provider
- Review the ongoing performance of University financial service providers
- Coordinate new account implementation and new service/product implementations 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

Review and monitor investment performance, compliance, accounting, and reporting for all University Investment mandates

- 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 and detail review of the annual financial statements for the registered pension plan; liaise with the external auditors of the pension financial statements
- Oversee the preparation of responsible investment reporting, including carbon measurements within the University's investments for senior management, the Board, Board committees and University community
- Provide recommendations to senior management related to investments in the trust and endowment funds and in the registered pension plan

Provide leadership for the Finance functions of tax and insurance

- 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 appropriate tax recoveries

- Ensure that the Finance team provides helpful, timely, practical, risk-based guidance on insurance and tax matters to the University community

Provide leadership and direction to team members

- Manage the hiring and performance of team members
- Provide team members with direction and support
- Perform ongoing review and annual performance appraisal of staff, identifying areas for improvement and further development
- Promote opportunities for training and professional development through goal setting and support
- Ensure appropriate cross-training is in place for all critical functions
- Contribute to a work environment that fosters, recognizes, and rewards supportive mentorship, professional quality, respectful communication, continuous improvement, and positive energy

Additional responsibilities

- As required, serve on or act as a resource to University-level committees and working groups
- Collaborate effectively with other functions to achieve University objectives
- Resolve complex operational issues
- Represent the University in organizations in the University administrative community such as COFO (Council of Ontario Finance Officers)
- Lead financial and administrative special projects

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University undergraduate degree, courses in accounting or business preferred
- Chartered Professional Accountant (CPA) designation (Canada)

Experience

- A minimum of 8 years of senior financial experience in complex environments
- A minimum of 3 - 5 years of experience managing or coaching staff
- Experience in Treasury operations and/or managing financial services relationships and/or cash management
- Experience with financial risk management
- Experience working in a significant financial system/ERP system
- Exposure to a not-for-profit or public sector environment is an asset

Knowledge/Skills/Abilities

- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization
- Strong analytical, technical, and problem-solving skills
- Ability to manage multiple concurrent projects within established deadlines
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication skills including verbal, listening, written and presentation skills

- High degree of discretion, judgement, sensitivity, tact, and diplomacy
- Works independently with a strong work ethic
- Exceptional attention to detail and time management skills
- 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 and experience with the Microsoft suite of tools
- Familiarity with income tax, value added tax and excise tax
- Familiarity with institutional insurance programs

Nature and Scope

- **Contacts:** Internal: Good working relationships are required with colleagues in Finance and across the campus community. This role provides expert advice to University senior management. Individual must be able to influence and motivate stakeholders on issues that impact the entire organization. External: Banks, financial services providers, auditors from external firms, Canada Revenue Agency. This role provides expert advice to Board committees (i.e., Finance & Investment, Pension Investment).
- **Level of Responsibility:** As a banking signing authority has a significant level of responsibility. This position is a member of the senior management group within Finance and represents and speaks on behalf of Finance on various Finance-related matters. The position is responsible and accountable for the overall results of the Treasury team and is accountable and responsible for meeting the relevant objectives. The incumbent is the expense signing authority for the costs of Treasury services providers. The position is expected to be forward-looking, aware of trends and bring forward innovative opportunities and recommendations.
- **Decision-Making Authority:** The incumbent is a banking signing authority of the University who makes day-to-day investment decisions of expendable funds 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 Relies on extensive experience and judgment to plan and accomplish goals as well as lead and direct the work of others. Responsible and accountable for defining and directing the priorities of the Treasury team while addressing changes to plans by consulting directly with the Chief Financial Officer
- **Physical and Sensory Demands**: Deadline driven environment addressing a wide range of complex issues. The incumbent must be able to manage concurrent assignments and prioritize workload to meet deadlines.
- **Working Environment:** Office based. May be exposed to disagreeable conditions typical of a senior leadership position exposed to stress and pressure associated with senior level responsibilities