



University  
of Windsor

## ASSOCIATE VICE-PRESIDENT, FINANCE

*The University of Windsor acknowledges that our campus sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.*

### Position Description

The position of Associate Vice-President (AVP) Finance plays a critical role in supporting senior leadership in financial decision-making during a period of rapid campus evolution. The position oversees the budgets of the institution, its internal control environment, financial accounting and reporting functions for all University funds, student accounts, awards and financial aid, procurement, treasury, and payroll. The AVP Finance provides oversight for the financial sustainability of the institution, aligning financial resources with strategy, and proposing strategies to strengthen the institution's financial position. By virtue of their leadership style, the AVP Finance will instill a strong client service culture throughout the finance portfolio.

Key functions of this position include but are not limited to:

- **Financial Management and Treasury:** Financial, general investment, and pension investment policy maintenance/development/implementation; builds and maintains a strong internal control environment across the campus to support accurate financial reporting; effective management of the University's pension funds; leads the accounting and financial reporting initiatives across campus (both internal and external reporting activities) and supporting end users in interpreting financial results; oversees all restricted funds of the institution, supporting the advancement function with donor records and receipting, and working with the Vice-President Research & Innovation to deliver strong internal reporting to research grantees; prepares and monitors a suite of financial health metrics of the institution; oversees the procurement function; oversees student financial processes for the campus; provides strategic leadership to the payroll functions of the institution; acts as most senior expert on campus in taxes applicable to the institution, including indirect and payroll taxes, for both the University and any related parties.
- **Budgeting:** Oversight of the preparation of all institutional budgets; collaborative maintenance of the activity-based budget model; presentation of balanced, strategic, risk-focused operating budget to the Board of Governors, advising on best practices and efficiencies while ensuring alignment with the strategic plan of the institution; work with stakeholders to develop multi-year budgets for grants and tuition revenue.

- **Strategic Leadership:** Provides leadership and direction to the development and attainment of clear multi-year expectations for the Finance Department; develops proposals to further enhance the service provision and resource allocation; aligns core competencies of the workforce with the overall departmental and University objectives; motivates, trains, develops, and mentors staff to establish the credibility of the department and to produce results and cooperation; proposes innovative solutions for internal practices and procedures and engages feedback from the stakeholders; leverages and participates in cross-organizational opportunities to ensure attainment of the University's overall financial priorities and direction; provides and acts on solutions that are responsive and relevant to both global and specific needs; participates in and ensures the development of proposals to enhance the overall financial position and integrates the financial processes into the University's strategic direction.
- **Transformational Change Management & Process Improvement:** Fosters innovation and improvements; continuously looks for opportunities to optimize software solutions, and general practices and procedures while engaging stakeholder feedback; establishes performance metrics and measurements to ensure risk protection; mitigates risk through the development of policies and practices; utilizes benchmarking and best practices to improve upon processes and systems for greater efficiencies and effectiveness.

## Qualifications

- Bachelor's degree in Business or a relevant discipline.
- CPA designation
- A minimum of 10 years of relevant professional experience, including 5 years of experience in a senior level financial role, with experience working at the Board level.
- Minimum of 10 years experience leading people and managing teams with demonstrated ability to lead, motivate and build the skills of a team in a unionized environment.

## Required Knowledge, Skills, and Abilities

- An excellent verbal and written communicator. Able to effectively explain and articulate strategic, financial and business fundamentals to a variety of people, with varying degrees of financial and business knowledge, both internally and externally.
- Significant experience with budget modeling, budget preparation and monitoring, including an ability to prepare multi-year budgets.
- Strong technical knowledge of and demonstrated experience in all facets of accounting and finance, including management information and control systems; cash, debt and balance sheet management; and investing and portfolio management.

- Significant experience with financial reporting, including the preparation and review of complex financial statements prepared under CPA Canada Handbook Part II (ASPE) and Part III (Not-For-Profit Organizations).
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Strong analytical and problem-solving skills with a style that promotes collaboration, discussion and innovation. Pragmatic sound judgment, adapting strategic objectives into specific action plans and deliverables.
- Demonstrated track record of promoting cross-organizational opportunities and the ability to engage others at various levels of the organization.
- Proven track record of successfully translating organizational strategy into action along with experience in developing and planning.
- Demonstrated track record of successfully implementing, evaluating and managing operational change.
- Ability to enhance and/or improve upon efficiency and effectiveness that is coherently cross-functional
- Exceptional interpersonal skills. Builds and maintains positive, productive relationships, creating a strong team climate within the department and across the rest of the institution. A problem solver with flexibility and a willingness to learn from and listen to others.
- Demonstrated commitment to service delivery with cross-functional intent.
- Ability to develop and motivate staff including, experience managing employees in a unionized environment.
- Ability to contribute to the University's strategies and initiatives related to equity, diversity, and inclusion
- Demonstrated commitment for promoting Indigenization, equity, diversity, inclusion, and accessibility in the planning and development of strategic financial services.

### **Preferred Qualifications**

- Deep experience in financial reporting/budgeting in a public sector and/or not-for-profit organizational setting.

**Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.**

**We are committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.**

If you need an accommodation for any part of the application and hiring process, please notify the Employment Coordinator ([employment@uwindsor.ca](mailto:employment@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (OHREA) at [www.uwindsor.ca/ohrea](http://www.uwindsor.ca/ohrea).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

APPLICANTS INTERESTED IN THE ABOVE ARE REQUESTED TO SEND YOUR COVER LETTER AND RESUME TO:

[employment@uwindsor.ca](mailto:employment@uwindsor.ca)

**ON OR BEFORE:**

**August 8th at 8:00AM**

*We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.*