

## EMPLOYMENT OPPORTUNITY

The Salvation Army

TERRITORIAL HEADQUARTERS

**POSITION:** Treasury Advisor

**FACILITY:** Territorial Headquarters – Finance Department

**LOCATION:** 2 Overlea Blvd. Toronto ON



Giving Hope Today

The Finance Department is comprised of 90 professional and support staff who provide corporate finance, accounting, financial reporting, investment, treasury management and pension and payroll services to The Salvation Army. About half of the group is based at the Army's head office in Toronto, with the remaining staff located in Calgary, Winnipeg, Montreal and St. John's.

### RESPONSIBILITIES:

The Treasury Advisor (TA) supports the Director of Treasury Management (DTM) and the Assistant Director of Treasury Management (ADTM) in the management of the territorial headquarters' treasury and cash management functions. Provides advice and information on banking products and services as well as the Army's merchant and corporate card programmes. Processes requests for new bank accounts, banking services, corporate cards and merchant accounts. Maintains documentation with respect to bank accounts and authorized signing officers. Works with DTM in managing the Army's relationship with its bankers and suppliers of corporate cards and merchant services. Is key liaison between territorial headquarters and service providers. Negotiates with service providers' national office to resolve problems. Monitors daily balances of all accounts and keep DTM informed of significant developments. Assists in development and maintenance of the Army's cash forecasts, Implements Army's overdraft policy and calculates monthly interest. Conducts special analyses and projects as required.

### QUALIFICATIONS:

The successful candidate will have undergraduate degree, preferably in commerce or business administration and at least two years of relevant experience. Must demonstrate analytical and problem solving skills and the ability to conduct independent research. Experience in the non-for profit sector is an asset. Must have strong/advanced excel skills. Able to interact with others in a service capacity.

**GRADE:** 11 based on 35 hours per week

**Salary:** Starting between \$36,036.00 – \$50,000

Interested applicants must respond in writing by **February 13, 2012** to:

Employee Relations  
Fax: (416) 422-6352  
Email: [thq\\_careers@can.salvationarmy.org](mailto:thq_careers@can.salvationarmy.org)

We thank all applicants, however, only those candidates to be interviewed will be contacted.

**PLEASE NO PHONE CALLS**

**INTERNAL APPLICANTS:** *Department Heads must be aware of your intentions prior to submitting your application for this position.*

**Competition #: 12-005**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.