



CITY OF OTTAWA

Treasury Manager

Finance and Corporate Services Dept., Corporate Finance Service, Treasury Branch

1 Full Time Permanent Position - 35 hrs/week

Salary: Salary subject to negotiation based on qualifications and experience

Competition #: 16346

Deadline: 14/03/2025

Job Summary

The Treasury Branch is responsible for managing the City of Ottawa's investments, banking, cash flow forecast, capital and operational debt financing programs, legacy Pension Plans, credit rating relationship, and commodity and interest rate hedging programs. This entails, but is not limited to, ensuring prudent management of cash and investments portfolios in excess \$3 billion, managing cost effective City banking operations, including management of a \$5 billion cash flow forecast, management of the City's \$500 million and growing Sinking Funds, management of the multi billion dollar and capital debt program, as well as the \$1 billion Promissory Note program, ensuring the City maintains its AAA credit ratings, managing the investment and administration of the two legacy pension plan, and the management of the multi million dollar commodity hedge programs and multi million dollar interest rate hedge programs.

You are responsible for providing leadership and direction to the Branch and recommending strategic program objectives to senior leadership that includes the City of Ottawa's banking, treasury functions (investments, capital financing & debt, hedging, banking and custody), stranded pension plan administration, and the establishment and implementation of branch priorities and programs which align to corporate vision, goals, and strategic planning initiatives. You are also responsible for establishing and maintaining positive client relationships with internal and external management and partners.

In addition, you manage the implementation of Branch strategies and the operations of the work unit's financial and human resources, and are accountable for hiring and firing, performance management, the discipline of staff, and chairing Level 2 grievance hearings

Education & Experience

Completion of Master's degree in Business Administration, Finance or Commerce or a related discipline or CFA designation or equivalent.

Minimum of 8 years of progressively responsible senior level experience in treasury, investments, portfolio management and capital market debt issuance including cash management, money market operations, banking and foreign exchange activities, including a minimum of 5 years in the management of human resources and external contract resources, and management of operating and capital budgets, preferably in a municipal setting.

For more information and to apply, visit our career site at <http://ottawa.ca>.

We thank all candidates for their interest, however, only those selected to continue in the selection

process will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.