

Business Supervisor, Grants Management Office Post-Award Services

Position Description:

The Business Supervisor, Grants Management Office (“GMO”) position in Research Awards and Financial Services (“RAFS”) will report to a GMO Controller, and be part of a team responsible for approximately \$150 million in annual grant revenues. The successful candidate will perform GMO operational related functions which include budget and expense analysis, forecasting, financial reporting, training, ad hoc reports and other projects as required. In this role, the Business Supervisor will also manage a team of Finance Partners who are the main point of contact for post-award grant operations for World Renowned Principal Investigators and Scientists. Each Finance Partner’s Portfolio will include up to 50 Principal Investigators and Scientists with up to 300 grant projects.

Here's What You'll Get To Do:

- Manage a team of two to four Finance Partners direct reports who are the main point of contact for post-award grant operations
- Responsible for managing and coordinating complex grants and ensuring accuracy of the financial reporting system
- Supports strategic initiatives of the Research Institute including reporting on Principal Investigators financial and grant status, KPIs, scorecard, trending analysis and other requested reporting for executives
- Communicate and report potential funding deficiencies in a timely manner to Controller and Research Executive
- Develop annual external grant operational budget plans and prepare monthly analysis
- Coordinate external audits on specific grants and monitoring visits conducted by granting agencies. Will oversee the preparation of the working papers by the Finance Partner, review audit selections and interact with the auditor and agency.
- Oversee grant closeout functions required by the Grants Management Office and external Agencies
- Present recommendations for procedural and work-flow efficiencies in the department
- Supports the Research Institute in education and training of Principal Investigators, Administrators and Finance staff by assessing needs of this community, developing training sessions and resources required
- Other related duties as assigned

Here's What You'll Need:

- Bachelor's Degree in Accounting, Finance or Business Administration
- Completion of a Canadian recognized accounting designation, preferably CPA, CA
- 5+ years accounting experience preferably with grant management or non-profit
- Knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grant administration issues and knowledge of Canadian GAAP, accounting, bookkeeping, laws, regulations, agency policies, precedent cases, and other requirements that affect grant program administration
- Ability to develop and lead an accounting team to deliver accurate and timely financial information
- Strong analytical skills, self-motivated, proactive, and have demonstrated excellence in organizing and prioritizing workflow in a fast paced and high volume environment
- Strong interpersonal skills and ability to interface with Principal Investigators, granting agencies, external auditors and all levels within the Research Institute
- Excellent verbal and written communication skills
- Highly computer literate and have proficiency with the MS office suite
- Knowledge of PeopleSoft, Caseware Working Papers and SharePoint are preferred
- Ability to design, analyze, and prepare financial reports

Our Commitment to Diversity

SickKids is strongly committed to diversity within its community and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups and others who may contribute to diversity within our organization.

If requested, SickKids is proud to make available accommodations to support applicants with disabilities during the interview and assessment process. Information received relating to accommodation will be addressed

confidentially. SickKids is also committed to providing services in both official languages and our preference is to hire employees who are fluent in both English and French whenever possible.

Thank you for your interest in joining SickKids. Only those applicants selected for an interview will be contacted. In accordance with our Hospital policy, employment at SickKids is conditional upon the Hospital's receipt of all necessary documentation.

How to Apply

<https://www.sickkids.ca/CareersVolunteering/careers/index.html> - **Business Supervisor (10595)**

Tip: Combine your cover letter and resume into ONE document as you cannot upload multiple documents as part of your application.

If you are still experiencing technical difficulties please email ask.hr@sickkids.ca to send us a short description of the issues you are experiencing. Please note that we will not accept resumes sent to this inbox but we are happy to respond to requests for technical assistance.