

# Grant Accountant

## About SickKids

Dedicated exclusively to children and their families, The Hospital for Sick Children (SickKids) is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead and partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of the extraordinary people who come to work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

When you join SickKids, you become part of our community. We share a commitment and determination to fulfill our vision of *Healthier Children. A Better World.*

Don't miss out on the opportunity to work alongside the world's best in paediatric healthcare

## Position Description

We are currently recruiting for a Grant Accountant within the Grants Team! You will play an integral part within the team, supporting Research Awards and Financial Services and other related programs that meet the business needs of SickKids. Are you collaborative, analytical and have a passion for grants and accounting? Do you want to work for a World Class organization that is dedicated to improving the lives of children around the world? If this sounds like you, let us jump start your career!

The Grant Accountant position in Research Awards and Financial Services will report to the Business Supervisor, Grants Management Office and will be part of a team responsible for approximately \$172 million in annual grant revenues. The successful candidate will perform grant-related post-award functions which include budget and expense analysis, financial reporting, payroll retro processing, invoicing and accounts receivable collection function.

## Here's What You'll Get To Do:

- Performs budget and expense analysis, periodic invoicing, financial reporting, reconciliations, compliance monitoring and associated communications with granting agencies and industry partners.
- Perform Accounts Receivable collection functions for research invoices.
- Perform payroll retro calculations and prepare required complete and accurate journal entries and supporting documentation to audit standard.
- Prepare grant closeout functions required by the Grants Management Office and external agencies including reconciliations, financial status reports, final invoices, zeroing out budgets, and final reporting.
- Review general ledger transactions and grant contracts for compliance with related accounting, SickKids and agency regulations.
- Collaborate with HR, Legal, Grants Management Office, Principal Investigators, Core Facilities, and Lab Animal Services to implement required financial reporting or close out functions.
- Present recommendations for procedural and workflow efficiencies in the Grants Management Office.
- Other related duties as assigned.

## Here's What You'll Need:

- Bachelor's Degree in Accounting, Finance or Business Administration.
- Completion or near completion of a Canadian recognized accounting designation (CPA via CA, CMA or CGA stream).
- Minimum 3 years accounting experience preferably with grant management, non-profit and/or audit experience
- Strong interpersonal skills and ability to interface with Principal Investigators, granting agencies, industry partners, external auditors and all levels within the Research Institute
- Must be self-motivated, proactive, and have demonstrated excellence in organizing and prioritizing workflow in a fast paced and high volume environment
- Excellent verbal and written communication skills
- Highly computer literate with advanced knowledge of MS Excel and MS Office Suite
- Strong analytical skills, knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grant administration issues
- Knowledge of Canadian GAAP, accounting, bookkeeping, laws, regulations, agency policies and guidelines, other requirements that affect grant program administrators
- Ability to design, analyze, and prepare financial reports
- Ability to monitor expenditures and maintain data

**Employment Type:** Full Time, Permanent

## **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/index.html> - **Grant Accountant (10266)**

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](mailto: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.