

# Senior Business Operations Analyst, Special Projects

## 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:

The Project Coordinator position in Research Awards and Financial Services (RAFS) will report to the Controller, Special Projects in RAFS, and be part of a team responsible for approximately \$150 million in annual grant revenues. The successful candidate will perform functions such as coordinating reporting of the Research Institute scorecard, support the training and development program, coordinating research expense report submissions, manage the RI Scientific Retreat and support other strategic projects as required.

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

- Lead the Research Institute in education and training of Principal Investigators, Administrators and Finance staff by assessing needs of this community, identifying gaps in skills, developing training roadmap, establishing a training library, training sessions and resources required
- Plan and conduct regular training sessions for Principal Investigators, Administrators and Finance Partners on all grant related and financial management functions, both system training and processes
- Supervise the expense report review process, including, expense reasonability investigations, and providing monthly reporting to Research Institute executives on key metrics such as overdue accounts, number of investigations, etc.
- Supports strategic initiatives of the Research Institute including reporting on KPIs, scorecard, trending analysis and other requested reporting for executives
- Lead the compilation and reconciliation process for ad hoc report requests
- Perform budget and expense analysis and monitoring
- Present recommendations for procedural and work-flow efficiencies in the department
- Prepare reports for executives regarding grant operations, success rates, level of grants held, other topics as required
- Other related duties as assigned

## Here's What You'll Need:

- Bachelor's Degree in Accounting, Finance or Business Administration or other relevant degree
- Completion of a Canadian recognized accounting designation is preferred
- 5+ years experience working in grants management or non-profit
- Highly computer literate with advanced knowledge of MS Office (Excel, PowerPoint and Word)
- Previous experience preparing training materials, documenting policies and procedures and delivering classroom training is preferred
- Must be self-motivated, proactive, and have demonstrated excellence in organizing and prioritizing workflow in a fast paced and high volume environment
- Able to think strategically, thinking of institutional impacts
- Strong interpersonal skills and ability to interface with Principal Investigators, external stakeholders, and all levels within the Research Institute
- Excellent verbal and written communication skills
- Knowledge of PeopleSoft and SharePoint is preferred

- Knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grant administration issues, accounting, bookkeeping, laws, regulations, agency policies, precedent cases, and other requirements that affect grant program administration
- 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> – **Senior Business Operations Analyst (10622)**

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.