



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Grant Administrator

Posting Number: 004231

Department: Corporate and Finance Services Department

Branch: Finance Services

Location: City Hall

Eligible for Hybrid Work: Yes

Posting Start Date: 2023/04/06

Posting End Date: 2023/04/21 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 10, \$39.73 - \$44.14

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Financial Reporting and Planning, the Grant Administrator will be responsible for proactively researching grants in order to maximize all funding opportunities. The desired outcomes include coordinating an interdepartmental approach to well prepared, compelling and effective grant proposals resulting in securing grant funding for the City; with a streamlined, efficient and effective grant funding process.

Responsibilities:

- **Develop a coordinated and comprehensive strategy for researching, identifying and sharing grant opportunities** by researching, identifying and sharing applicable Federal and Provincial grant programs with appropriate staff / external agencies, identifying grant funding trends, and maintaining the Grant Management Policy
- **Chair the City's Grants Management Team** by working collaboratively with grant leads and project managers, coordinating team meetings and preparing supporting analysis for reporting purposes
- **Administration and ongoing oversight of the City's transfer payment agreements** by reviewing agreements and ensuring specified conditions and requirements are met, providing capital project financial analysis support to grant leads and project managers, assisting with completion of grant related budget documents and all claim reports
- **Grant Tracking and Reporting** by maintaining a Grant Funding Source Inventory, preparing reports to CLT and Committee
- **Grants Management Liaison** by collaborating with colleagues from other municipalities, develop and follow best practices, attending grant information/guidance webinars and training

Requirements:

- The ability to analyze and interpret complex grant agreement terms, policy and regulations; evaluate/determine eligibility for projects and/or initiatives; well-developed communication skills; strong research and documentation skills and knowledge of grant writing protocols are essential for this position.
- This position requires a Bachelors of Commerce degree (4 year university degree) and five years' experience working in an accounting related field, preferably in a municipal environment and demonstrated knowledge of Public Sector Accounting Standards and/or Generally Accepted Accounting Principles.
- Completion of a grant writing certification and/or demonstrated grant writing skills would be an asset
- Completion of a municipal accounting course would be an asset
- Advanced knowledge of the Microsoft Office suite of applications

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please apply online at: <https://oshawa.jobs.net/en-CA/search>

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on

file. Applicants are advised that written, oral and practical testing may form part of the selection process.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.