



Institute for Circumpolar
Health Research

Position Title: Project & Grant Administrator

Reports To: Executive Director

Employment Type: Part-Time (up to 20 hours/week); full-time may be considered, dependent on candidate experience.

Work Arrangement: Eligible for remote arrangements; preference would be in-person based in Yellowknife, NT.

Salary: \$35 to \$40 per hour

Start Date: March 1, 2026 (or earlier, depending on candidate availability)

How to apply: Please send a cover letter and resume to sally@ichr.ca with the subject line "Application – Project & Grant Administrator"

Application Closing Date: January 31, 2026 or until filled

We thank all applicants for their interest. Only applicants considered for an interview will be notified.

Position Overview

The Project & Grant Administrator is responsible for ensuring the accuracy, integrity, and compliance of the organization's financial and project administration under multiple government and research-based contribution agreements. This role ensures that all expenditures, claims, and reports are fully compliant with funder terms and conditions, institutional policies, and audit requirements.

The successful candidate will play a key role in maintaining the organization's requirements to multiple funders by maintaining rigorous financial records, accurate grant coding, and reporting packages with precision and timeliness. This role requires demonstrated experience with grant administration, contribution agreement compliance, project-based financial reporting in a not-for-profit environment, strong analytical skills, and the ability to work both independently and collaboratively with management and external auditors.

Key Responsibilities

Grant & Contribution Agreement Administration

- Administer multiple active research grants and contribution agreements and ensuring compliance with eligible cost guidelines, reporting requirements, and timelines.
- Accurately code all financial transactions to grant, budget line, and cost category in accordance with funder terms and conditions.
- Maintain complete and well-organized documentation to support all expenditures and meet auditing requirements.
- Monitor project budgets, commitments, and proactively flag variances, in eligible costs, or compliance risks to management.
- Prepare monthly internal financial reports for management review, grant holders and principal investigators, and support external reporting to funders.
- Compile and submit claims and funder reports, ensuring deadlines are met, and documentation is complete and accurate.



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Bookkeeping & Financial Operations

- Maintain accounts payable and receivable, ensuring accuracy of entries and coding to the correct project and cost category, and compliance with all internal controls policies.
- Process vendor payments, track outstanding invoices, and reconcile payments against approved project budgets.
- Prepare monthly bank reconciliations for management approval.
- Enter, reconcile, and maintain accurate records in Sage 50.
- Prepare payroll inputs to the third-party payroll provider, ensuring timely and accurate submission of hours, benefits, and adjustments.
- Prepare year-end submission package to the external accountant for review.

Financial Oversight Support

- Work closely with the Executive Director and Fractional CFO to ensure compliance with funder requirements, internal policies, and audit standards.
- Assist with year-end financial reporting, audit preparation, and responses to auditor queries.
- Support the development of financial processes and controls to prevent miscoding and strengthen accountability across projects.

Qualifications

- Passionate about northern health research development and enthusiastic about the mission, core values, and goals of ICHR.
- Knowledge of Northern sociocultural contexts and experience working with Northern communities.
- Diploma or degree in Research Administration, Accounting, Finance, or a related discipline required.
- Minimum 3–5 years of experience in grant administration, project accounting, or financial administration, preferably in a not-for-profit, academic or research environment.
- Demonstrated experience with Tri-Agency grants (CIHR, SSHRC, NSERC), including eligible cost rules and reporting expectations, is a strong asset.
- Knowledge of government funding agreements, contribution agreement compliance, or grant management is highly desirable.
- Proven experience managing multiple project budgets and coding transactions across complex funding agreements.
- Proficiency with bookkeeping/accounting software; Sage 50 experience is a strong asset.
- Advanced skills in Microsoft Excel, including financial analysis and reconciliation.

Skills & Competencies

- **Grant Compliance and Accountability:** Exceptional attention to detail in financial coding, documentation, reporting, and reconciliation.
- **Analytical Skills:** Ability to interpret funding agreements, apply correct coding, and resolve discrepancies.
- **Time Management:** Strong ability to meet strict deadlines while managing multiple agreements simultaneously.
- **Problem Solving:** Proactive in identifying and resolving issues before they escalate.
- **Independence & Initiative:** Capable of working with minimal supervision, while escalating complex issues appropriately.
- **Communication:** Strong written and verbal skills to liaise with management, funders, auditors, and external service providers.



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Compensation & Work Environment

- Mission-driven, research-focused environment with a strong commitment to accountability, transparency, and excellence in financial management.
- Part-time position (up to 20 hours/week, Monday to Friday). Full-time may be considered for a strong candidate.
- Remuneration is negotiable based on background and experience.
- Remote work considered. Preference would be in-person work based in Yellowknife, NT, with hybrid work arrangements considered. Relocation support may be considered.
- The anticipated start date for this role is March 1, 2026 or earlier, depending on the candidate's availability. The opportunity will remain open until filled.

To Apply: Please email your resume and cover letter detailing your relevant experience and qualifications to ICHR Executive Director, Sally Suen, at sally@ichr.ca, with 'Application - Project & Grant Administrator' as the subject line. Indigenous applicants are encouraged to self-identify in the cover letter.