Robert Eberts, Department Supervisor: He was previously the Business Officer for three years in the Department of Occupational Therapy, Faculty of Medicine at U of T (St. George). Prior to that he was a Trust Fund Accountant in the Financial Services Department at St. George. Robert holds a Business Degree in Economics. Robert’s current duties and responsibilities include: monitoring and maintaining the integrity of three departmental budgets, including preparing budget forecasts and projections and keeping the Chairs current on any budget concerns and priorities; monitoring and maintaining all departmental computerized accounting using FIS; assuring administrative responsibility for research grants and fellowships, and advising faculty on the monthly status of their grants; monitoring and maintaining all accounting transactions with relation to faculty grants; generating, reconciling, and disseminating monthly departmental and faculty financial and management reports; managing the utilization of resources, staff, space, major services and equipment and other non-salary items; evaluating financial priorities and objectives by conferring with the Departmental Chairs and making recommendations on financial strategies; preparing detailed financial spreadsheets for costing, forecasting and budgeting. Robert uses the SAP software modules of FIS, DIS, HRIS, and RIS to manage the daily obligations of the position and relevant reporting requirements. Robert assists also in the recruitment and hiring of full-time and casual administrative staff, and directly supervises five administrative positions in a unionized environment.