**JOB TITLE:** FINANCIAL ASSISTANT  
**MAIN CONTACT:** Marisa Creatore, Associate Scientific Director, CIHR Institute of Population and Public Health  
**LOCATION:** York University, Toronto, Ontario  
**APPLICATION DEADLINE:** November 30, 2020

**I. JOB PURPOSE:**

Reporting to the Associate Scientific Director of the CIHR Institute of Population and Public Health (CIHR-IPPH) and the Research Manager of the Global Strategy Lab (GSL), the Financial Assistant supports the financial activities of CIHR-IPPH and GSL. Both organizations are led by Dr. Steven Hoffman. The responsibilities of this position include the financial administration of grants, contracts, and other sources of funding and expenditures that support operational and research activity related to these organizations, as well as travel-related expenses of the Scientific Director (SD) and Associate Scientific Director (ASD) of CIHR-IPPH.

**II. MAJOR AREAS OF RESPONSIBILITY:**

1. **FINANCIAL ADMINISTRATION**

   A. Responsible for the timely completion of all finance and expense related paperwork and processes for CIHR-IPPH and GSL, including, but not limited to: timesheets, cheque requisitions, purchase requisitions, claims for reimbursement for the SD and ASD, accountable advances, invoice processing, preparation and submission of journals, etc.

   B. Support the completion of HR documentation including preparing ETFs and liaising with York Payroll.

   C. Act as a resource person to CIHR-IPPH and GSL members and affiliates on general accounting practices and project-specific budget/finance policies and procedures; interpret policies and procedures and provide direction to research project administrative staff.

   D. For all financial transactions: confirm compliance, adequate documentation, appropriate authorization, expense categorization (utilizing the Chart of Accounts to ensure revenues and expenses are allocated appropriately) and fiscal year cut-offs.

   E. Follow up on outstanding financial transactions as required, including, but not limited to accountable advances, timesheets, and pending invoices.

   F. Ensure all deposits are made in a timely fashion.

   G. Analyze, reconcile and follow up with correction journals, as required. Follow up on discrepancies as required.

   H. Liaise with the Finance Office in the Faculty of Health regarding monthly reconciliations, and other York University offices related to financial processing.

   I. Liaise with the CIHR-IPPH SD, ASD, and Operations Manager (OM) and assist the OM with annual year-end forecast and budget call exercise for CIHR. Compile information, review data for accuracy and completeness, input data into the eReports system; run reports for review by the OM; highlight variances from previous years.
J. Advise CIHR-IPPH and GSL on best practices and emerging issues related to the financial management of the Institutes’ resources.

K. Assist with the preparation of research grant budgets and end-of-grant reporting to funding agencies.

L. Other duties as required.

II. KNOWLEDGE AND SKILLS:

☐ Knowledge of administration and finance normally acquired through postsecondary education or equivalent experience

☐ Minimum of 3 years prior administrative and financial experience required

☐ Knowledge of University and contracting policies and procedures

☐ Experience using various applications required for the position, such as word processing software, spreadsheets, databases, procurement and financial systems

☐ Experience using Concur or a similar reimbursement tool

☐ Effective organizational and project coordination skills

☐ Demonstrated commitment to team-work

☐ Autonomy, initiative and sound judgment

☐ Ability to work under pressure, to establish priorities and to meet strict deadlines

☐ Strong oral and written communication skills in the English language

☐ Knowledge of York University finance processes would be considered a very strong asset

III. COMPENSATION AND TERM OF EMPLOYMENT:

This position is a 1 year contract with the possibility of extension. The Financial Assistant will be working remotely until in-person activities resume at York University. Once in-person activities resume on campus, they will be based at York University. Annual salary will range from $35,000 to $40,000 depending on the individual’s experience and education. Our commitment to pay equity necessitates that we will not be able to offer a salary outside of the range provided. The successful candidate is expected to work approximately 24 hours per week. There is one position available.

We are committed to building and nurturing an inclusive environment that celebrates diverse backgrounds and points of view. Our team members’ different experiences and perspectives are a source of strength and help our team deliver creative, equity-minded, and globally-oriented research.

IV. HOW TO APPLY:

Please send a brief cover letter and CV to jennifer.morgan@globalstrategylab.org by November 30, 2020. We thank all applicants; however, only those candidates selected for an interview will be contacted. Please do not contact CIHR-IPPH or GSL by phone; send all inquiries to jennifer.morgan@globalstrategylab.org.