Job Title

Research Finance Specialist, various research projects including but not limited to:

- Complex Adaptive Modelling Climate Change Health Impacts
- Designing One Health Governance for Antimicrobial Stewardship
- Africa-Canada Artificial Intelligence and Data Innovation Consortium
- The Partnership for Youth and Planetary Wellbeing
- A Global Partnership to Elevate a Social Science Gaze on the Problem of Tuberculosis

Overview and Job Purpose

Under the supervision of the principal investigators and organized research unit (ORU) director, the Dahdaleh Institute is seeking a full-time Research Finance Specialist to join our dynamic research community. The Research Finance Specialist will oversee the financial activities and financial administration of various research projects. They will ensure the correct and timely processing, monitoring, and reconciliation of all financial transactions in the projects’ cost centres. They will prepare forecasts, budgets, and financial reports for the Institute director, VPRI, and other Institute members, as required. They will ensure compliance with finance policies and procedures and proper documentation management. Importantly, they will serve as a resource for all finance-related issues for PIs and research assistants/associates.

The Research Finance Specialist will primarily work in person at the Dahdaleh Institute office (York University, Toronto). This is a full-time position, 35 hours per week, for up to one year, starting immediately. Salary range: $45,500 to $58,500, depending on experience and qualifications, plus a comprehensive benefits package.

We welcome applications from all qualified individuals, including but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.

Major Responsibilities

Financial Administration (40%)
• Completes all finance- and expense-related paperwork for the Institute’s projects and its affiliates, including but not limited to timesheets, honorariums, payment requisitions, purchase requisitions, accountable advances, processing of invoices, preparing and submitting journals, purchase orders, claims for reimbursement, etc., for review prior to submission to the Institute director or associate director, for approval
• Prepares monthly reconciliation of operating and endowment funds
• Maintains back-up documentation for all transactions for operating and endowment funds
• Provides information and assistance to Institute affiliates related to the completion of forms
• Follows up with various departments as required (e.g., missing information, incorrect charges) and resolves any discrepancies
• Brings unresolved issues to the attention of the Institute coordinator
• Investigates proper policies and procedures upon request
• Tracks balances, commitments, and status of select grants
• Prepares and submits biweekly payroll roster for Institute researchers

Financial Reporting (35%)

• In consultation with the Institute director and project PIs, prepares budgets, forecasts, and financial reports for operating and endowment funds as required
• Oversees and approves monthly reconciliation of operating and endowment funds
• Ensures back-up documentation is properly maintained for operating and endowment funds
• Oversees and approves completion of all finance-related paperwork prior to submission to Institute director/PI for approval
• Supervises provision of finance-related information and assistance to Institute members to ensure members are properly supported
• Supervises follow-up with various departments as required (e.g., missing information, incorrect charges)
• Confirms compliance, adequate documentation, appropriate authorization, expense categorization (utilizing the Chart of Accounts to ensure revenues and expenses are allocated appropriately) for financial transactions and fiscal year cut-offs
• Liaises with appropriate departments to deposit monies received in the Institute and follows up appropriately if funds have not been deposited
• Brings unresolved issues to the attention of the Institute director and appropriate Institute members/researchers
• Meets with the Institute director and/or PIs to discuss financial issues and acts as a resource regarding financial policies and procedures
• Informs the Institute coordinator, Institute director and PIs on best practices and emerging issues related to the financial management of the Institute
• Liaises with Finance, Procurement, Research Accounting, the Office of Research Services, VPRI, and external funding/accounting departments regarding interpretation of guidelines/restrictions
• Trains and supervises research project managers and/or administrative staff in all finance-related matters
• Monitors budget expenditures and overhead on select research grants and/or contracts awarded to Institute members to ensure accuracy of transactions processed
• Prepares draft financial reports, as required, for Institute members/researchers on research project budgets
• Presents options and advises researchers on best course of action to achieve their aims in accordance with York policies and external funding agency guidelines
• Acts as a resource for Institute members/researchers regarding general accounting practices and project-specific budget/finance policies and procedures
• Ensures correct and complete entry of finance- and grant-related information in the Institute database
• Other financial and reporting duties as necessary

Research and Grant Information Management (15%)

• Maintains and distributes Institute database of funding opportunities on the website and in the newsletter
• Collects and maintains grant administration records (notices of award, ethics approvals, sub-grant agreements, etc.) in the Institute’s database and file management system.
• Processes minor grants such as the critical perspectives in global health research

Executive Support (10%)

• Provides administrative and special projects support to the Institute director and associate director as requested
• Attends staff meetings
• Record-keeping - uploads or updates records on MS Teams/OneDrive as needed
• Database management - uploads or updates records on Airtable database as needed
• Creates and updates templates and procedural guides as needed
• Other related duties as assigned

Qualifications

• Demonstrated ability to work collaboratively in a team setting
• Able to work on-site at the Dahdaleh Institute
• University undergraduate degree
• Minimum 1-2 years administrative experience in an academic research environment
• Excellent written and oral communications skills
• Strong financial administration skills
• Strong organizational skills and excellent ability to manage time and multiple priorities
• Strong proficiency in Microsoft Office (Word, Excel, PowerPoint)
• Excellent judgment and good understanding of research environment
• Experience with Hubspot or similar customer relationship software (strong asset)

Application Deadline

Ongoing. Initial application review begins on November 29, 2022.

How to Apply

Submit your application package via the form here: https://airtable.com/shrhxBpRN98sBLYXL

Your résumé should clearly reflect how you meet the posted qualifications. Only short-listed candidates will be contacted.

If you have any questions, please email dighr@yorku.ca