

## **Job Title**

Research Finance Clerk

Various research projects, including Partnership for Youth and Planetary Wellbeing; Governance of One Health Challenges; and AI for Pandemic and Epidemic Preparedness and Response

Dahdaleh Institute for Global Health Research

## **Overview and Job Purpose**

Under the supervision of the principal investigator and organized research unit (ORU) director, the Dahdaleh Institute is seeking a full-time Research Finance Clerk to join our dynamic research community. The Research Finance Clerk will oversee the financial activities and financial administration of research projects at the Dahdaleh Institute. They will ensure the correct and timely processing, monitoring, and reconciliation of all financial transactions in the Institute's research operating and endowment cost centres and other select cost centres (for research grants). 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 the Institute and its members.

The Research Finance Clerk 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 research paperwork for the Institute 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

- Tracks and monitors the budget(s) every month
- 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, prepares budgets, forecasts, and financial reports as required
- Oversees and approves monthly reconciliation of funds
- Ensures back-up documentation is properly maintained
- Oversees and approves completion of all finance-related paperwork prior to submission to Institute director 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 coordinator and director and appropriate Institute members
- Meets with the Institute director to discuss financial issues and acts as a resource regarding financial policies and procedures
- Informs the Institute coordinator and Institute director 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 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 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

### **General Administration and Support (20%)**

- As directed by the Institute coordinator or director, prepares in advance the necessary PowerPoint, Excel or Word documents for the meetings conducted by the principal investigator with diverse working teams such as the advisory committee, research team, research collaborators, external evaluator, funding agency's senior advisor, and other appropriate partners.
- Prepares the meeting agenda, prepares zoom link or room booking and send out meeting calendar invitations
- Takes meetings notes, acts as a co-host for technical aspects, and drafts the meeting minutes.
- Produces briefing memos, presentations, reports, and other materials as required by the principal investigator.
- Maintains the 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
- Provides efficient and effective client service support by responding to general enquiries (in person, by telephone, and by email) from internal and external stakeholders
- Provides administrative support to research projects and Institute programs and activities by drafting documents, keeping records on MS Teams and OneDrive; uploading and updating records on Airtable database, and procuring and maintaining inventory of office supplies
- Assists with developing and updating standard operating manuals for Institute processes
- Attends staff meetings
- Other related duties as assigned

### **Executive Support (5%)**

- Provides administrative and special projects support to the Institute director and associate director as requested

## Qualifications

- Strong financial administration skills
- Minimum 1-2 years administrative experience in an academic research environment
- Recent administrative and accounting professional experiences (an asset)
- Strong organizational skills and excellent ability to manage time and multiple priorities
- Flexibility and resourcefulness to provide a solution in times of need.
- Demonstrated ability to work collaboratively in a team setting
- Able to work on-site at the Dahdaleh Institute
- University undergraduate degree
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and oral communications skills
- Excellent judgment and good understanding of research environment
- Respect for confidentiality, intellectual property, and ethical standards.

## Application Deadline

Ongoing. Initial application review begins on February 21, 2023.

## 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](mailto:dighr@yorku.ca)