

Research Finance Clerk – Providence Research

FTE: 0.6 (3 days a week)

Schedule: Flexible

Hybrid Work Environment

Hourly Wage: \$27.68- \$28.38 equivalent to \$50,496-\$51,768 per annum

Term: 1 year; renewable based on grant funding

Providence Research is the dedicated research partner of Providence Health Care, one of Canada's largest faith-based health care organizations. As the research engine of Providence, we are driven by a mission to integrate teaching, knowledge creation, and translation to discover and deliver disease prevention and dramatically improve care. Our work is inspired by the health and wellness needs of patients and communities.

Our primary research hub is located at St. Paul's Hospital, a teaching hospital affiliated with both the University of British Columbia (UBC) and Simon Fraser University (SFU). Research at Providence spans more than 30 programs and disciplines across 19 sites in Greater Vancouver, supporting a vibrant and collaborative research environment.

At Providence Research, we believe that attracting and sustaining a diverse workforce is key to achieving excellence in research, innovation, and learning. Our commitment to employment equity fosters inclusion and fairness, enriches our workplace with diverse perspectives, and creates the foundation for rewarding careers.

Job Description Summary

Under the supervision of the Finance Manager, the Research Finance Clerk provides financial service support to researchers at the Centre for Heart Lung Innovation.

Organizational Status

Reports to the Finance Manager at Providence Research. Works closely with the Clinical Research Services Core Manager at Centre for Heart Lung Innovation within

St. Paul's Hospital; interacts with and responds to various requests from Principal Investigators, Research Coordinators, and Research Managers.

Work Performed

- Prepares and processes payment requisitions including but not limited to lab procedures fees, research supplies, purchase orders and study participant reimbursements while adhering to financial policies in various health organizations and academic institutions.
- Works with Research Coordinators and Clinical Research Service Core Manager to understand study requirements and routinely prepares sponsor invoices according to study agreement.
- Routinely follows up with various sponsors regarding payment status and addresses any questions/discrepancies.
- Prepares payment deposits to corresponding study while adhering to financial processes in various health organizations and academic institutions.
- Monitors financial transactions for both clinical and non-clinical studies within the centre by using various financial platforms.
- Tracks internal and external invoices, processes payments, and initiates follow-up action as required.
- Initiates setup of new study accounts after contracts/agreements are finalized.
- Assists in the reconciliation of monthly ledgers and preparation of financial reports.
- Ensures correct allocation of funds to study accounts.
- Maintains financial transaction and supporting documentation files.
- Extracts data and prepares financial and statistical data and materials for reports, performs other related duties as required.

- Performs other finance related duties as needed.

Consequence of Error/Judgement

Failure to perform these duties in an accurate, timely and comprehensive manner can have serious financial and ethical consequences for the unit and its operation; improper requisition processing and keying of payment requisitions can provide misleading expenditure/revenue records and severely hamper preparations of budget projections and receipt of future funding.

Supervision Received

This position works independently under the supervision of the Financial Manager and receives direction from the Clinical Research Core Manager, Principal Investigators, and Director of Administration. It is expected that the incumbent will work within broad Departmental objectives/guidelines and exercise considerable initiative in carrying out the responsibilities of the position.

Supervision Given

No supervision given.

Minimum Qualifications

High School graduation and two-year post-secondary diploma in accounting and 3 years of related experience or the equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Knowledge of UBC programs such Workday, and Rise.

Computer experience required (Word, Excel, Outlook and Internet explorer).

Effective oral and written communication, interpersonal, problem-solving and organizational skills.

Ability to type 60 w.p.m. and to operate a normal range of office equipment.

Ability to multitask and prioritize work to meet deadlines.

Ability to exercise tact and discretion, initiative, judgement, integrity and diplomacy.

Ability to maintain accuracy and attention to detail.

Ability to work both independently and within a team environment.

Please send your resume and cover letter in PDF format to:

Laura Turcotte, Director of Administration lturcotte2@providencehealth.bc.ca

Please reference Research Finance Clerk position in email subject.

Only those applicants short listed will be contacted. No phone calls please.

Deadline for application: August 22, 2025