



NON-CONTRACT ROLE DESCRIPTION

JD4133

ROLE TITLE:	Research Contracts and Accounting Coordinator	ROLE DESCRIPTION NO.:	01531
DEPARTMENT:	Research & Capacity Building	HEABC REFERENCE NO.:	18721167
REPORTING TO:	Research Business Manager	HSCIS CODE:	03099
CLASSIFICATION:	NCEC/Range 6	JOB CODE:	03099FL

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Research Business Manager, the Research Contracts and Accounting Coordinator is responsible for a range of business support activities to the Research Capacity Building Department, including financial and contractual start up activities for individual studies, amendments, as required during study conduct and monitoring, accounts payable/receivable entry and reconciliation of study budgets. This role works closely with the Coordinator, Research Finance, clinical research staff and Island Health's Contracts Policy and Standards Department in compliance with Island Health and funding agency policies and requirements.

DUTIES AND RESPONSIBILITIES:

1. Reviews contract drafts provided by research funders or collaborators (either industry Sponsors or academic institutions), edits language to ensure compliance with Island Health requirements, negotiates acceptable language with collaborators.
2. Ensures appropriate review and approval of contracts by Island Health's Contract Policy and Standards team, as required. Consults with Research Business Manager regarding complex issues or those requiring potential legal or risk management review.
3. Conducts contract development and negotiation activities in an efficient and timely manner, tracking metrics and progress to ensure Island Health is competitive in its capacity to start up a research study in a reasonable time frame.
4. Creates Professional Services contracts as required for research-related contractors.
5. Ensures compliance with internal requirements for sign off of contracts based on Island Health policy.
6. Maintains contractual records and documentation such as receipt and control of all contract correspondence, collaborator contact information, change management, updates to the central contract tracker, status reports and other documents for all projects.
7. Ensures that the intent and content of signed contracts are fully understood by Island Health signatories.
8. Assists in the development of sponsored clinical study and grant budgets (including in-kind).
9. Tracks payments and maintains accurate and detailed records for individual clinical studies against the payment schedules and activities conducted, reconcile and address discrepancies and questions in a timely manner with the study team, collaborators or Island Health finance, as applicable.
10. Adheres to applicable Island Health Finance Policies, financial management practices and Island Health's Research Finance Policy, identify and fills in gaps in departmental financial practice, develops and drafts procedures or working practices to continually improve accuracy and efficiency.

11. Assists the Coordinator, Research Finance, as requested, in the assessment, reconciliation and reporting of financial information for funding agencies.
12. Verifies accuracy of invoices by checking items such as quantities, prices, taxes, extensions, discounts and freight charges for data entry.
13. Verifies signing authorities and correct account codes for documents sent to Accounts Payable following established procedures.
14. Maintaining timekeeping records for staff and submits to payroll, as required.
15. Prepares cheque requests and invoices for Manager approval, in accordance to established procedures.
16. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Minimum bachelors degree in a related field (e.g. Research or Health Administration, Finance, Business Administration), and 5 years recent related experience in a research administration or health care environment. Experience in contract development and negotiation and budget development and management in a health research environment.

Skills And Abilities

- Functional experience in the negotiation and management of clinical study budgets and research grants, including knowledge of grant principles and practices.
- Knowledge of financial management, including basic accounting principles and practices, preferably in health research administration.
- Experience with computerized accounting and timekeeping systems and procedures.
- Demonstrated ability to develop and manage budgets in a health research or health care environment.
- Direct experience and knowledge in the development and negotiation of a range of research contracts (including but not limited to clinical trials, research studies, data disclosure, confidentiality and service provision)
- Strong interpersonal skills and the ability to work through differences and develop and maintain excellent working relationships with stakeholders and team members in a fast-paced environment where efficiency is mandatory.
- Demonstrated sound judgement, analytical and a positive and pro-active approach to problem-solving.
- Ability to organize and prioritize workload to meet deadlines and work independently.
- Strong functional knowledge of MS Excel
- Precise attention to accuracy and detail.
- Capable of adhering to departmental timelines, and shifting priorities as required to meet deadlines.
- Strong written and verbal communication skills.