

Job Title: Finance Operations Specialist
Company: Changemark Research + Evaluation

About Us

Changemark Research + Evaluation is a social-purpose agency and Contract Research Organization (CRO) committed to transforming how research is designed, governed, and delivered. We work with community organizations, clinicians, harm-reduction groups, and academic partners to bring inclusive, ethical, and evidence-driven research to life. Our work spans clinical trials, evaluation, community-based research, and social-impact measurement, always grounded in dignity, reciprocity, and community benefit.

The Opportunity

As our Finance Operations Specialist, you'll play a key role in shaping and supporting the financial operations of a growing agency and clinical research portfolio by ensuring accurate processing, timely financial administration, clean reconciliation, and reliable budget tracking across multiple trials and projects. This part-time role is ideal for a detail-oriented finance professional with experience in clinical trials, contract research organizations (CROs), clinical site operations, or research finance.

Reporting & Governance

This position reports directly to the CEO of the company and will work with contracted accounting firm who handles bookkeeping and accounting functions as needed to fulfill responsibilities of the role.

Key activities & Scope

- Maintain accurate accounting records (AP, AR, expense tracking, month-end reconciliations with outside accounting firm)
- Vendor payment administration and coordination (processing invoices and payments)
- Maintain cash-flow model (Excel and/or platforms)
 - Manage forecasting (expense & revenue timing and liquidity needs)
 - Identify cash-flow risks and propose mitigation strategies.
- Support system integrations (Sharepoint, Float, Quickbooks, CRM platform etc.)
- Support audits (internal, sponsor, vendor, regulatory) with professionalism and readiness.
- Clinical trial site communications, payment and budget management
- Budget tracking for contracted projects and internal company financial reporting
- Lead SOP creation, updates, version control, and implementation of financial management procedures
- Cross-functional collaboration with Quality Assurance, Project Management and admin teams on workflow improvement. Serve as a bridge between Operations, Finance and Leadership.

Training & Continuous Improvement

- Support onboarding and recurrent training on quality, compliance, and Good Clinical Practices.
- Identify gaps, risks, and opportunities to strengthen scalable, community-aligned quality practices.

You'll Thrive Here If...

- You value rigorous research and human-centered practices.
- You enjoy organizing systems, catching details, and building out a department in a growing company
- You're comfortable with the flexible, responsive pace of a growing consulting agency/research organization environment.

What You Bring

- 3–5 years of finance, accounting, or research administration experience.
- Experience in a clinical trial, CRO, academic research, biotech, or health research environment.
- Understanding of clinical trial financial structures, including pass-throughs, milestones, per-patient payments, subcontractor payments, and trial close-out.
- Experience with Canadian payroll rules (CRA, CPP/EI, provincial standards).
- Proficiency with accounting and payroll systems (we use Quickbooks)
- Proficiency with spreadsheets and financial reporting tools (i.e. Excel at an intermediate level / pivot tables, VLOOKUP/XLOOKUP, SUMIFS)
- Experience doing business in the US an asset

Why Join Us

- Flexible, remote role built around autonomy and trust.
- A mission-driven environment where your work directly supports community impact.
- Opportunity to shape the financial management system of a growing company.
- Collaborative team that values transparency, care, relationship-building, and learning.

Structure

- \$5000 CAD/month (fixed monthly compensation)
- Part time contract role, equivalent to 3 days per week (25 hours)
- Flexible hours, remote role
- Criminal Record Check required

Term

- **Start:** April 1st, 2026
- **End:** March 31st, 2027

Deadline to Apply: February 28th, 2026

How to Apply

Send your CV and a short note about why you are interested in this role info@changemark.ca. Please use the subject heading **[Finance Operations Specialist]**.