

**PACIFIC COAST UNIVERSITY FOR WORKPLACE HEALTH SCIENCES
NATIONAL INSTITUTE OF DISABILITY MANAGEMENT AND RESEARCH**

JOB DESCRIPTION

POSITION: Chief Financial Officer

LOCATION: Port Alberni, BC

REPORTING TO: Vice President, Administration

MISSION STATEMENT OF PCU-WHS

The University is a statutory, not-for-profit, post-secondary, degree granting and research institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health, disability management, rehabilitation and disability leadership studies. It is committed to excellence in teaching and research, scholarship and service to the broader community.

MISSION STATEMENT OF NIDMAR

The National Institute of Disability Management and Research (NIDMAR) is committed to reducing the human, social and economic costs of disability to workers, employers, and society by providing education, research, policy development and implementation resources to promote workplace-based reintegration programs.

RESPONSIBILITIES OF THE POSITION

- Provide full cycle accounting: accounts payable, accounts receivable, invoicing, posting, bank reconciliations, G/L, payroll
- Provide accounting for investments and detailed fund performance analysis on a quarterly basis
- Provide monthly financial statements
- Project accounting for grant funding from various federal and provincial departments for specific projects
- Develop annual budgets
- Develop budgets for project proposals as required
- Prepare for year-end audit
- Prepare PCU-WHS student tax forms
- Maintain PCU-WHS instruction/course development contracts
- Create and maintain inventory tracking system
- Other accounting duties as assigned
- Provide business development support for both academic and global licensing agreements.

QUALIFICATIONS / REQUIREMENTS

- Bachelors degree in accounting or related field and has a recognized professional accounting designation in good standing
- At least 5 years experience in the field
- Must be familiar with Generally Accepted Accounting Principles
- Ability to work independently, attention to detail, as well as managing volume and variety of work
- Discretion, diplomacy and confidentiality
- Excellent communication/laising skills with senior levels of business, labour, and government
- Use of accounting software: Accpac, MS Excel, MS Office, other office software

Pacific Coast University for Workplace Health Sciences
4755 Cherry Creek Road
Port Alberni, BC
V9Y 0A7
Email: info@pcu-whs.ca