

**NATIONAL INSTITUTE OF DISABILITY MANAGEMENT AND RESEARCH (NIDMAR)  
PACIFIC COAST UNIVERSITY FOR WORKPLACE HEALTH SCIENCES (PCU-WHS)**

**JOB DESCRIPTION**

**POSITION:** Accounting and Procurement

**LOCATION:** Port Alberni, BC

**REPORTING TO:** Chief Financial Officer

**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.

**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.

**RESPONSIBILITIES OF THE POSITION**

- Provide full cycle accounting for: accounts payable and receivable, invoicing and bank reconciliations
- Record, maintain, and submit for payment accounts payable
- Invoicing of License holders
- Group invoicing of organizations
- Accounting assistance as required for, but not limited to, projects and grant funding records
- Petty cash reconciliation and credit card reconciliation
- Prepaid travel reconciliation
- Monthly reconciliation and posting of PCU-WHS and NIDMAR online income
- Processing online payments for PCU-WHS and NIDMAR
- Bank deposits
- Create and maintain purchase order records
- Prepare student tax forms
- Co-maintain instructor/course development contracts
- Create and maintain inventory tracking system
- Shipping publications upon receipt of purchase orders from customers
- Purchasing supplies and other facility contractual arrangements
- Assist with maintaining accounting software consistent with PCU-WHS student registration system
- Responsible for incoming emails sent to the Accounting webmail addresses
- Other duties as assigned

**QUALIFICATIONS / REQUIREMENTS**

- Minimum of bookkeeping diploma from a recognized post-secondary institution
- Must be familiar with Generally Accepted Accounting Principles
- Familiarity with audit standards or internally audited organizations
- Ability to work independently, high level of attention to detail, ability to manage volume and variety of work
- Discretion, diplomacy and confidentiality
- Excellent communication/liasing skills with co-workers, management, clients and suppliers
- Use accounting software: Sage 300, MS Excel, MS Office, MSTeams, Zoom, and other office software

**Salary Range**

- The salary will be determined based on previous directly related experience.
- The salary range for the position is: \$58,000 to \$65,000

Please send resumes to:

NIDMAR, 4755 Cherry Creek Road, Port Alberni, BC V9Y 0A7

Email: [nidmar@nidmar.ca](mailto:nidmar@nidmar.ca)

Web: [www.nidmar.ca](http://www.nidmar.ca)