



## JOB DESCRIPTION

**POSITION:** Assistant Accountant

**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 promotion, disability management, rehabilitation and disability leadership studies.

### 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

- Record and maintain accounts receivable sub-ledger, invoicing, receipts and collection
- 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
- 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 basic bookkeeping certificate from a recognized post-secondary institute
- 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/liasing skills with co-workers, management, clients and suppliers
- Use accounting software: Sage 300, MS Excel, MS Office, other office software

Please send resumes by email to:

Email: [info@pcu-whs.ca](mailto:info@pcu-whs.ca)

Web: [www.pcu-whs.ca](http://www.pcu-whs.ca)