



TITLE

Assistant Controller

TERMS OF EMPLOYMENT

This is a full-time position (1.0 FTE), but there is flexibility.

COMPANY PROFILE

Qu Biologics is a private, clinical-stage biopharmaceutical company located in Vancouver, BC, that develops Site Specific Immunomodulators (SSIs) which are designed to restore the body's normal immune function to reverse the chronic inflammation underlying many conditions including cancer and inflammatory bowel diseases (IBD).

IS QU FOR YOU?

Love doing something that you can feel passionate about? Excited by innovation? Love new ideas and working with a creative, fun and inspired team? Want to make a difference in the world and work with people who feel the same? Then this is for you!

- You are exceedingly well-organized, understand the importance of detail, and are able to multi-task and prioritize duties effectively
- You understand the importance of identifying and overcoming rate-limiting steps to ensure that projects are moving forward as quickly as possible, without sacrificing quality
- You are innovative and also practical and enjoy finding the most efficient and cost-effective solutions to real-world problems
- You value respectful, open communication and inspired teamwork to achieve shared goals
- You are resourceful with a “can-do!” attitude

POSITION DESCRIPTION

This job posting is for a full-time (1.0 FTE) position. The successful candidate must be a results-oriented “do-er” who is happy to roll up their sleeves and do whatever it takes to get the job done. Excellent organizational and time management skills and the ability to interact positively with other team members are absolutely required. This position requires a proven ability to multi-task efficiently, to ensure that Qu’s financial and accounting needs are fully supported in terms of the Company’s objectives. This is an office based (temporarily remote due to COVID) role requires the candidate to work as part of a growing team in a very busy company environment. You will report on a day-to-day basis to the Chief Financial Officer.

Specific duties and responsibilities will include:

- Managing day-to-day accounting for the business and accounts payable payment processing
- Full cycle accounting including the preparation of internal and external financial statements.
- Manage the processes for financial forecasting and budgets by meeting with CFO and department heads. Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans
- Payroll submissions to external provider
- SRED, IRAP, GST/PST returns

- Liaising and coordinating with Controller/External Consultants in the audit planning process and assisting Controller/External Consultants with working paper, financial statement preparation process.
- Liaising and interacting on day-to-day support of external audit process.
- Establish and monitor financial policies, SOPs, internal controls, and reporting systems.
- Help prepare Board and shareholder newsletters and updates
- Advise on long-term business and financial planning and provide strategic recommendations to the executive management team
- Provide management with information vital to the decision-making process

REQUIRED QUALIFICATIONS

- CPA designation
- Strong computer skills with proficiency in QuickBooks and experience using MS Office Suite
- Strong verbal and written communication skills.
- Valid Canadian work permit, permanent resident (PR) status, or Canadian citizenship is absolutely required. We regret that we are not able to sponsor candidates' immigration/work permit applications for this position.

LANGUAGE REQUIREMENTS

Fluent English

DESIRED START DATE

ASAP. The position is open so please apply!

COMPENSATION

Salary commensurate with experience. Three (3) weeks annual vacation prorated as applicable.

COMPANY

Qu Biologics Inc.

BUSINESS ADDRESS & LOCATION OF WORK

4475 Wayburne Drive, Suite 305

Burnaby, British Columbia V5G 4X4 Canada

HOW TO APPLY

Please visit <https://www.qubiologics.com/> for more information about Qu Biologics. If this opportunity matches your character, experience, and skill set, please email a cover letter and your resume in PDF format, to jobs@qubiologics.com with the job code: "Assistant Controller" in the header. Applications will not be accepted by fax, mail, or over the phone.

While we thank all applicants for their interest, only short-listed candidates will be contacted. Please note that we will not be fielding inquires by phone.