

Purebase Corporation

Job Description – CFO

Essential duties and responsibilities:

- Working closely with the CEO
- Direct and oversee the general accounting function, including review of clinical trial journal entries and account reconciliations, month-end analyses and overall general ledger maintenance, accounts payable, payroll and stock administration.
- Oversee the SEC reporting process (10Q/10K/Proxy) and related quarterly financial release materials to ensure compliance with SEC rules and regulations, compliance with U.S. GAAP, and consistency across all communications.
- Oversee the internal controls over financial reporting (SOX) efforts, ensuring the company is properly mitigating financial risks while working to continuously improve its control environment in preparation for 404(b) compliance.
- Lead the review of corporate contracts for budget and accounting implications.
- Provide support to the department heads, including the clinical and research teams, to create transparency around key financial parameters and assumptions, including spending controls/limits and expense accruals. Develop and maintain a monthly reporting process for each department to ensure they are aware of their spending, variances to budget, and KPIs.
- Partner closely with all members of the senior management on executing business strategies. Manage relationships with functional departments heads across the organization, staying abreast of strategic needs that may drive changes to financial policies, tools and risk management.
- Prepare and present materials to the audit committee and board of directors, as needed.
- Ensure the audit committee maintains compliance with the audit committee charter.
- Oversee the planning and coordination of audits and quarterly reviews; ensure timely and successful completion of financial audits.
- Oversee the technical accounting function to ensure new, or newly relevant, guidance has been identified, properly accessed and documented in a clear, logical and comprehensive manner, and that the necessary controls and procedures are in place to allow for proper adoption.
- Identify opportunities for improved financial performance. Continually seeks ways to improve operating efficiency within the department and overall business.
- Effectively manage the accounting team including supervising direct reports by providing regular feedback, setting annual goals, completing regular performance feedback evaluations.
- Perform all duties in keeping with the Company's core values, policies, and all applicable regulations.
- Other duties may be assigned.

Education and Experience:

- Bachelor's degree in Accounting or Finance
- CPA required with deep knowledge of US GAAP, SOX, and SEC regulations.
- 15+ years of progressively responsible accounting or financial reporting experience.
- Previous public accounting experience.
- Effective oral and written communication skills.
- Effective team leadership and participation skills.
- Ability to think and plan strategically.
- Computer expertise, including strong Microsoft Excel skills, and experience with ERP systems.