

**Paul Jacob PhD (Usask), MBA (Toronto), B.Tech (Calicut)**

**CPA (Canada), CMA (Canada), CIA (USA), SHRM – CP (USA)**

**Saskatoon, SK, Canada [www.linkedin.com/in/dr-paul-jacob/](http://www.linkedin.com/in/dr-paul-jacob/)**

Email: [paul.cma@gmail.com](mailto:paul.cma@gmail.com)

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### **PROFILE**

- An experienced business professional with a PhD, MBA and CPA with 25 years of Canadian experience in administration, strategic planning, accounting, finance, budgeting, costing and internal audit, health care management, people management and organizational behaviour.
- Key strengths include skills in project management and client relationship building.
- Passionate about education at university and community college level as evidenced by continuing sessional lecturer positions to teach accounting, general business, and management information system courses at Saskpolytech, Saskatoon, SK (A top rated community college in the province of Saskatchewan, Canada) and Masters level courses at University of Saskatchewan.
- **Willing to relocate to any AACSB school anywhere in the world.**
- **Canadian citizen eligible to work in USA based on TN1 Visa as per NAFTA/USMCA. No immigration sponsorship is required from the employer. A job offer as a faculty/instructor from the college or university is the only requirement for the issuance of TN1 visa for college/university teachers at the border port of entry.**

### **PREFERRED SUBJECTS FOR TEACHING**

- Introduction to business, Introductory Financial Accounting, Management Accounting (Introductory, Intermediate and Advanced), Business Finance, Business Strategy, Health Care Management, Operational Management in Health Care, Health Care Finance, Health Care Law, Ethics and Ethical Decision Making, Human Resources Management, Health Care Policy, Management Information Systems, Small Business Management, Business Research methods.

### **EDUCATION**

- PhD in Health Care Administration – Healthcare Human Resources Management emphasis, University of Saskatchewan, 2019.
- Immigration Practitioner Certificate, Seneca College, Toronto, 2001
- MBA, Rotman School of Management, University of Toronto, 1998 (AACSB Accredited)
- B. Technology (Honours) – Civil Engineering, University of Calicut, 1988
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### **PROFESSIONAL CERTIFICATIONS**

- AACSB Bridge Program – from executive to educator, Dec 2023
- Society for Human Resources Management – SHRM-CP (USA), 2023
- Certified Internal Auditor (CIA), Institute of Internal Auditors, USA, 2012
- Certified Management Accountant, CMA Canada, 2006
- Canadian Securities Course, Canadian Securities Institute, 1999
- Member, Immigration Consultants of Canada Regulatory Council: 2011 – 2015
- Chartered Professional Accountant, CPA Saskatchewan, 2015

- Member, Canadian Society of Immigration Consultants, From 2007 to 2011.
- Covey's leadership training through the U of Saskatchewan, 2012

**PROFESSIONAL EXPERIENCE**

- PRESIDENT, ADMIN AND SUPERVISORY PERSONNEL ASSOCIATION (ASPA), U OF S..... APR 2023 - PRESENT**
- FINANCE OFFICER, USASK HEALTH SCIENCES, U OF SASKATCHEWAN..... APR 2009 - PRESENT**
- EDUCATION CONSULTANT – PAUL JACOB RCIC, INDEPENDENT IMMIGRATION CONSULTANT.....2001 - 2015**
- Senior Consultant, ACCTAX CONSULTANTS, Toronto.....Feb 2008 – Feb 2009**
- Business Risk Consultant, 3S International, Toronto..... Feb 2008 – Feb 2009**
- Bank of Nova Scotia, Toronto ..... May 1998 - Feb 2008**
- **Internal Audit Manager (2006-2008)**
  - **Financial Analyst (2002-2006)**
  - **Account Manager – Small Business (1998-2002)**

**RESEARCH INTERESTS**

- Job and career satisfaction of professionals in business and health care.
- Activity Based Costing process for service industries including education.
- Pedagogical research on business education.
- Improving satisfaction levels of students in business programs.

**COMMUNITY COLLEGE AND UNIVERSITY TEACHING**

- Prepared the course materials, syllabus and taught PUBH 808 – Introduction to Health Care Management Course for School of Public Health – master’s in public health program for 2015 fall and 2022 Fall sessions.
- PUBH 808 Introduction to Health Care Management Course in 2022 fall session is delivered in an online format using Canvas and Zoom meeting covering both synchronous and asynchronous students across Canada.
- Worked as a Teaching Assistant for the PUBH 808 Introduction to Health Care Management and PUBH 853 Health Care Organizational Regulation and Policy for multiple sessions from 2011 to 2018.
- Instructor for accounting – both financial and management accounting, general business and management information systems courses for various business and accounting diploma programs at Saskpolytechnic, Saskatoon, SK (a leading community college in the province of Saskatchewan) (2014-2022).
- All these courses were taught both in person and online formats (synchronous and asynchronous).
- Taught courses in person, 100% online and Hybrid models utilizing variety of Learning Management Systems – Canvas, Blackboard, D2L, Brightspace and Moodle.

### **STRATEGIC PLANNING AND PROGRAM IMPLEMENTATION**

- Assisted in preparation of strategic business plan for the shared services operations of common facilities under the office of Vice Provost Health such as Clinical Learning Resources Centre, Lab Management Unit, and Health Sciences Supply Centre at U of Saskatchewan.
- Developed detailed strategic plan for the CPA Saskatchewan, the provincial regulating body of Chartered Professional Accounts of Saskatchewan as a member of provincial board of directors including directions for operational planning for areas such as accreditation, recruitment, training, examinations, continuing professional development and member engagement.
- Assisted small and medium sized businesses to develop and implement their strategic plan as an independent business consultant.

### **ACCOUNTING / BUDGETING & PROPOSAL AND CONTRACT REVIEWS**

- Prepared and reviewed business cases and completed detailed summary of the proposals with critical evaluations and recommendations based on operational, strategic and financial considerations.
- Reviewed all agreements and contracts between the council of health science deans and external parties for providing various services such as qualifying examinations for professional bodies including following up with corporate administration and legal departments of the university to ensure that all agreements are in line with the existing university policies.
- Developed standard operating procedures for tracking the service delivery, fee collection, adherence to strict confidentiality requirements stipulated in the agreement to ensure that the university complies with all obligations as per the agreement.

### **INTERNAL AUDIT & BUSINESS RISK ANALYSIS**

- As a member of the audit team audited centralized processing centres, branches, call centres, credit card processing centres and other specialized loan adjudication centres of the bank.
- Successfully conducted process overviews and risk assessments including facilitating control self-assessment sessions.
- Conducted various Operations, Financial and Compliance audits including IT security reviews.

### **ACTIVITY BASED COSTING / MANAGEMENT**

- Conducted in-depth investigations and other analysis based on cost leads from all operating units supporting the shared services division.
- Developed and maintained Activity Based Costing model for Shared Services Group.
- Provided detailed cost information to various academic program delivery units such as “Surgical Skills Lab”, “Clinical Learning Resource Centre” and “Lab Animal Services Unit” to the respective unit leaders to assist them in pricing the services offered by these common learning centres for health sciences.

### **PEOPLE MANAGEMENT**

- Managed a team of junior analysts and auditors including training, coaching and mentoring.
- As audit manager, managed multiple operational audits with auditors and analysts from various disciplines such as risk management, finance, human resources, information technology etc. in multiple locations in Canada.

- Worked with Human Resources department to formulate key job descriptions and appropriate selection processes.
- Participated in many search committees as chair and a voting member for searches ranging from the dean of medicine, vice-dean of faculty relations, medicine, and various administrative and professional positions in both university and private sector.
- Experienced in dealing with operational issues of various collective bargaining agreements for faculty, staff at U of S and health professional bargaining units with Saskatchewan health region. Very proficient and well versed in the collective bargaining agreements of faculty, administrative and support staff in a highly unionized environment.

#### **BUSINESS PROCESS RE-ENGINEERING**

- Documented all Shared Services processes (more than 300) including process diagrams using Visio from scratch.
- Analyzed and conducted in-depth study of key processes (based on cost and criticality) for efficiency and effectiveness including benchmarking studies and provided process improvement recommendations to process owners.
- Provided complete process re-engineering recommendations including but not limited to consolidation and outsourcing if required resulting in significant cost savings.

#### **COMPUTER SKILLS**

- Intermediate level of knowledge in University Financial systems such as Uni Fi, including FAST, Banner, SiRIUS Plus etc.
- Intermediate level knowledge in: Databases, Web Design, and qualitative research tools such as NVivo and ATLAS ti.
- Adept in Learning Management Systems -Blackboard, Canvas, D2L and Moodle.
- Adept in Microsoft products: Word, Excel, PowerPoint, Access, Visio and Project.
- Intermediate level knowledge in various Statistical Analysis software – SPSS and STATA.
- Intermediate level knowledge in structural equation modeling software for social sciences research.

#### **PROFESSIONAL, SERVICE AND BOARD OF DIRECTOR LEVEL ACTIVITIES**

- Elected President of the Administrative and Supervisory Personnel Association (ASPA), University of Saskatchewan, 2023-24
- Elected Member of Board and Secretary - Business Technology Group, MBA Student Club for Information Technology, Rotman School of Management, Toronto, Ontario, Canada, 1997
- Elected Member of the Provincial Executive for the Society of Management Accountants, Canada - Saskatchewan, 2011-2013.
- Elected Member of the board of directors of the Provincial regulatory body of CPA Saskatchewan, 2018-2020.
- Elected Member of the executive council for the Administrative and Supervisory Personnel Association (ASPA), University of Saskatchewan, 2011-13
- GSA nominated member to high profile search committee for Dean of Medicine, University of Saskatchewan (2011 and 2013), Vice Dean of Faculty Engagement, College of Medicine (2013)