



Position: Senior Accountant
Location: Matheson, Ontario (Black Fox Mine)
Job Category: Full Time – Permanent

Reporting directly to the Controller, the Senior Accountant will be responsible for ensuring the efficient performance of the financial reporting process as well as assisting with the identification and execution of critical operational improvements and initiatives.

Primary Responsibilities Include:

Month End Process:

- Plan monthly reporting needs and manage deadlines
- Prepare all Journal Entries for posting to Accpac
- Prepare foreign exchange reconciliation and evaluate system translations
- Manage intercompany transactions and accounting
- Present month end reporting package to corporate office
- Review and post bank reconciliations

Reporting and Analysis:

- Prepare financial statements for Controller's review
- Prepare cost reports for Controller's review
- Conduct detailed actual to budget reviews and provide variance explanations
- Ensure adherence to SOX Control matrices and narratives
- Contractual commitments
- Other projects as directed by Controller

General Ledger:

- Maintain chart of accounts, mapping table (including, ensuring updates to COA binders are prepared)
- Review and correct error batches

Payroll:

- Review and approve all payrolls
- Review all changes to system employee files
- Ensure Sox compliance to Payroll Control Matrix

A/P:

- Review and post Accounts Payable invoice batches, coding and quality
- Review and post payment batches

A/R:



- Prepare invoice and receipt batches
- Prepare deposits

Other:

- The successful applicant may be asked to perform special projects outside the scope of their regular duties.
- Support the development of the annual budget and any reforecasts
- Issue AFE's and monitor capital projects
- Perform liaison function with government and regulatory agencies
- Support internal audit services
- Upload cash transactions to bank for authorization by Controller or General Manager
- Assist all Managers in accounting issues and variance analysis

Qualifications and Skills Requirement:

- Post-secondary degree in accounting, CPA designation or nearing completion in the CPA program of studies
- Minimum of 5 years' experience in the mining industry
- Exceptional computer skills, especially in Microsoft Excel
- Experience in Sage AccPac is an asset
- Experience with ERP implementation or process digitization is an asset

The list of duties and responsibilities below are not exclusive or exhaustive, and the employee will be required to undertake such duties as may reasonably be expected within the scope of grading of the position. All employees are required to be professional, cooperative and flexible in line with the requirements of the position.