

## **Position Title:** Financial Accountant

### **Summary**

Reporting to the Director of Finance, the Financial Accountant is responsible for maintaining the Company's accounting records, supporting financial reporting activities, and ensuring financial transactions are accurately recorded and reconciled. The role plays a key part in month-end and year-end close processes, financial statement preparation, audit support, and the administration of accounting systems and procedures.

The Financial Accountant works closely with the finance team and other departments to support the efficient operation of the accounting function within a growing mineral exploration and development company.

### **Key Responsibilities**

#### **Financial Accounting & Reporting**

- Prepare and post journal entries, accruals, and accounting adjustments.
- Maintain the general ledger and chart of accounts.
- Perform monthly account reconciliations and investigate discrepancies.
- Assist with month-end and year-end close activities.
- Prepare supporting schedules and working papers for financial reporting.
- Assist with the preparation of monthly financial statements and management reports.

#### **General Accounting Operations**

- Review financial transactions for accuracy and proper coding.
- Support accounts payable and expense reporting processes.
- Prepare payroll journal entries and related account reconciliations.
- Maintain fixed asset records and depreciation schedules.
- Assist with maintaining accounting records and supporting documentation.

#### **Audit & Compliance**

- Prepare audit working papers and supporting documentation.
- Assist with external audit requests and information gathering.
- Support tax filings and regulatory reporting requirements.
- Ensure accounting records are maintained in accordance with company policies and procedures.

#### **Financial Analysis & Reporting Support**

- Assist with variance analysis and financial reporting.
- Support budget-to-actual reporting requirements.
- Prepare ad hoc financial reports and analyses as requested.
- Assist with management reporting and financial data requests.

### **Systems & Process Improvement**

- Maintain financial data and reporting structures within QuickBooks Advanced.
- Support financial system upgrades and reporting improvements.
- Assist with the development and maintenance of accounting procedures and process documentation.
- Identify opportunities to improve accounting efficiency and reporting accuracy.

### **Qualifications**

#### **Education**

- Bachelor's Degree in Accounting, Commerce, Finance, or a related discipline.
- CPA designation or enrollment in the CPA program is considered an asset.

#### **Experience**

- 3–5 years of progressive accounting experience.
- Experience with month-end close, reconciliations, and financial reporting.
- Experience in mining, exploration, engineering, construction, or project-based industries is considered an asset.

#### **Technical Skills**

- Advanced proficiency in Microsoft Excel.
- Strong proficiency in QuickBooks Advanced.
- Strong understanding of general ledger accounting and account reconciliations.
- Experience preparing financial reports and supporting schedules.
- Experience with SharePoint and document management systems is considered an asset.

The ideal candidate is a detail-oriented accounting professional with strong organizational skills and a solid understanding of accounting principles. They are comfortable working independently, managing multiple priorities, and supporting a variety of accounting activities. They take pride in producing accurate work, demonstrate strong analytical abilities, and contribute positively to a collaborative team environment.