



## Job Description

### Mine Accountant

<b>GENERAL</b>	
Location/Department: Finance	Date: January 21, 2010
Location: Whitehorse Based	Supervisor's Title: VP, Project Dev/Controller

<b>SAFETY</b>
Maintain a cooperative interest in the safety and health of yourself & your fellow workers. Wear PPEs at all times if in production environments. Be alert and observe, correct and report unsafe conditions. Follow operating procedures and comply with all regulatory requirements. Ensure that work areas are in compliance with all of Alexco's Health and Safety policies and the Occupational Health and Safety Acts in the applicable jurisdiction in the commission of job duties. Intervene as necessary, to ensure the safety of others in the workplace. Provide safety leadership by always setting a good example.

<b>PURPOSE</b>
To manage and implement the provision of accurate and timely financial services and reporting to support operating, technical, and other departments. To conduct all aspects of operational accounting including cost record analysis, fixed asset sub ledger, project accounting and reporting as well as the coordination of the preparation of budgets and forecasts for Bellekeno Mine. To ensure that all provincial, federal, legal, corporate, and professional standards are met.

<b>KEY RESPONSIBILITY AND DUTIES</b>
<p><b>Produce financial statements, budgets, forecasts and financial reports.</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for preparation of Bellekeno's monthly, quarterly, and annual operational financial statements to corporate head office for external financial statement consolidation purposes</li> <li>▪ Assist VP Project Development with the preparation of monthly Bellekeno construction and development forecasts and related reconciliations</li> <li>▪ Responsible for preparation of working papers and analysis of Bellekeno's operational accounts on balance sheet and income statement accounts monthly in sufficient detail as required by the auditors of a publicly listed company</li> <li>▪ Assist VP Project Development and Corporate Controller with budgets and variance analysis.</li> <li>▪ Prepare estimates and analysis of operating costs on a monthly, quarterly and yearly basis for the Bellekeno mine.</li> <li>▪ Assist in coordinating a review by the external auditors.</li> </ul> <p><b>Perform general accounting and cost analysis functions.</b></p> <ul style="list-style-type: none"> <li>▪ Prepare and analyze month- and year-end reconciliation and related procedures.</li> <li>▪ Prepare and review reconciliation of Bellekeno's operational accounts of balance sheet and income statement accounts.</li> <li>▪ Review bank reconciliations, AP sub ledger reconciliations and any other reconciliation prepared by head office for Bellekeno operational accounts.</li> <li>▪ Control and maintain capital asset and depreciation sub ledger of Bellekeno operational accounts.</li> <li>▪ Manage payroll function and ensure that requirements for tax remittances are being met</li> </ul>

<ul style="list-style-type: none"> <li>▪ Manage accounts payable process and Billings</li> <li>▪ Ensure that inventory is properly managed</li> </ul>
<p><b>Provide financial information to management, corporate office, government, regulatory agencies and auditors as required.</b></p> <ul style="list-style-type: none"> <li>▪ Provide month end reports and analysis to management and department heads.</li> <li>▪ Review and provide supporting documents/reconciliation to external and internal auditors as required. <ul style="list-style-type: none"> <li>○ Communicate accounting policy changes to management and ensure understanding and compliance to new standards.</li> </ul> </li> </ul>
<p><b>Participate and assist in special financial projects.</b></p> <ul style="list-style-type: none"> <li>▪ Resolve any complex accounting related matters and provide assistance to senior management to facilitate the execution of strategic and operational plans.</li> <li>▪ Act as a project support for corporate driven projects that impact the accounting function including software implementations and business process improvements.</li> <li>▪ Identify and execute on opportunities to streamline existing financial processes and reduce non-value added work.</li> <li>▪ Maintain awareness of accounting regulations, industry trends and new practices and determine and implement approved solutions.</li> </ul>
<p><b>Provide Leadership to the Accounting Team.</b></p> <ul style="list-style-type: none"> <li>▪ Provide clear work objectives and expectations of the performance levels required to achieve business plans and to meet reporting and audit deadlines.</li> <li>▪ Ensure the required manpower and equipment is in place to achieve planned production, while meeting planned costs.</li> <li>▪ Manage performance by setting expectations, conducting performance reviews, providing feedback and coaching to direct reports.</li> <li>▪ Ensure that training is provided in accordance with the current and future needs of the team.</li> </ul>
<p><b>Other.</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate with head office Controller and finance team for external financial reporting purposes.</li> </ul>

<p><b>QUALIFICATIONS</b></p>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>▪ University degree in Business Administration/Commerce with a focus on Accounting.</li> <li>▪ Professional accounting designation (CMA/CGA preferred)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of five years of accounting experience preferably in an industrial setting.</li> <li>▪ Minimum three years experience in a leadership or supervisory role.</li> <li>▪ Experience in the Mining industry preferred</li> <li>▪ Experience with selection, implementation, and use of mine accounting systems preferred</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Proficiency in Microsoft Excel, Word and Power point.</li> <li>▪ General knowledge of accounting information systems</li> <li>▪ Basic understanding of payroll accounting.</li> <li>▪ Strong interpersonal skills and ability to work in a team environment.</li> </ul>

**WORKING CONDITIONS/TRAVEL**

- Based in Whitehorse – Monday to Friday schedule. Occasional travel to site (requiring one or two night stay) is required.

**CONTACT INFORMATION**

Interested candidates should fax (604-633-4887) or e-mail their cover letter and resume to [info@alexcoresource.com](mailto:info@alexcoresource.com) (Attention: Kevin Ma, Controller). Indicate on the subject line: Mine Accountant Opportunity. No telephone calls permitted. Only successful candidates will be contacted.