

# The Suttie Group

Passionate about people, partnerships and performance

## Mine Site Controller

The Suttie Group is pleased to be working with an exploration, mine development and operating company based in Vancouver and listed on the TSX who has an exciting full time, permanent opportunity for a Mine Site Controller for its mine located in northern BC. Reporting to the General Manager with functional accountability to the Corporate Controller, this is an ideal opportunity for a finance professional to either relocate to a more affordable rural city or FIFO on a rotational hybrid basis.

### Financial Planning and Management Reporting

- Drive the planning cycle for annual budgets and life-of-mine plans
- Challenge and validate inputs and work with department heads to develop quality plans
- Oversee preparation of monthly management reports, leveraging system capabilities to deliver timely, value-added analyses, key metrics, and reports to support departmental cost reviews
- Oversee the Accounts Payable process and personnel at site
- Work with operations to drive understanding of cost drivers and collaborate on cost improvements
- Provide technical and financial reporting guidance to the operational staff when required

### Month-end reporting

- Oversee the day-to-day accounting of the operations, ensuring all transactions are managed in accordance with the Company's defined governance policies and procedures
- Produce monthly costs reports in a timely and efficient manner
- Ensure integrity of the accounting records through oversight and implementation of appropriate fit-for-purpose business processes

### Liaise with the mine's Supply Chain Manager in ensuring:

- Procurement is carried out in compliance with delegation of authority as it relates to initiation of contracts and reporting processes for the associated commitments
- Adherence to the corporate accounting policies related to warehousing and inventory management to facilitate optimal deployment of the Company's working capital.

### Other

- Assist with defining business processes and workflows associated with the Company's SAP ERP system
- Support corporate staff in monthly, quarterly and annual reporting (external audits)
- Ensure appropriate business processes are adopted and comply with federal and provincial income and sales taxes
- Interpret and apply key financial indicators to make better business decisions, using data to improve performance

### Requirements

- Professional Accounting Designation (CPA) with:
- 2+ years recent and relevant experience in accounting
- Working knowledge of Microsoft Excel, Outlook, PowerPoint and SAP (or similar ERP system)
- Demonstrate analytical, organizational and communication skills
- Organized self-starter with a strong work ethic, able to work both independently and collaboratively
- Excellent oral and written English communication skills and a strong attention to detail
- Candidates located within or willing to relocate to the project region are strongly preferred
- Mining or mineral exploration industry experience is an asset

This position can be Residential or FIFO, with competitive compensation and benefits. If the above describes you and you enjoy a challenge in a fast paced environment, please submit your resume in MS Word format to Elizabeth via the [www.suttiegroup.com](http://www.suttiegroup.com) website.

Your confidentiality is assured and we look forward to representing you!