

The Suttie Group

Passionate about People, Partnerships & Performance

Corporate Controller – CA– Vancouver

The Suttie Group is working with a well-funded Canadian, Vancouver based gold mining company. This is an exciting opportunity for a knowledgeable Accounting professional with exceptional work ethic and leadership abilities.

Reporting to the VP Finance - responsibilities include:

- Prepare, complete and issue quarterly and annual consolidated financial statements plus MD&A on SEDAR and EDGAR
- Prepare group consolidated working papers including coordination of required consultants
- Review subsidiary working papers and provide guidance as required
- Develop and provide monthly financial reporting
- Support the accounting operations of subsidiary corporations, including control systems, transaction processing operations and policies and procedures
- Ensure accounting procedures and reporting conforms to IFRS
- Identify, investigate and report significant accounting irregularities or opportunities
- Review and provide guidance as required for the GL, intercompany and bank reconciliations for subsidiaries
- Review all required journal entries for Canadian entities
- Coordinate and provide required information to external auditors.
- Manage one Direct Report, the Corporate Accountant
- Monitor and improve internal controls to ensure compliance to SOX for Corporate office
- Assist with controls compliance.
- Review completion and issuance of annual corporate tax filings (T2, T1134, T106) for all Canadian entities
- Completion and issuance of the annual Transfer Pricing report, preparing support for management fees and reimbursable expenses to US and Mexican entities
- Review quarterly GST filings for Canadian entities
- Budgeting
- Regulatory compliance
- Assist with tax planning.
- Assist with annual corporate budget.
- Assist with preparation of annual corporate insurance plan
- Prepare consolidated ESTMA reporting package and file with NRCAN,
- Preparation, completion and issuance of the Annual Information Form and Management Information Circular.
- Preparation of audit committee materials
- Review corporate payroll
- Travel to the US and Mexico to support and review working papers as required

The successful candidate will have the following skills and attributes:

- Minimum 5 years' accounting experience but 10 years is preferred
- English: fluent verbal and written skills, fluent Spanish is an asset
- Minimum 3 years' experience in mining or related industry
- Advanced knowledge of Excel and Word
- Professional accounting designation with a Bachelor's degree in a related field
- Detailed oriented, innovative thinker with excellent organizational and planning skills
- Problem solver with the ability to work effectively under pressure
- Willing and able to travel to the US and Mexico (approx. 10%)

If the above describes you and you are ready to take your career to the next level, please submit your resume in Word not PDF to Elizabeth via the www.suttiegroup.com website.

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