

## **MINE CONTROLLER**

The Red Chris mine is recruiting for a Mine Controller to join our Administration Department. This position is for work at the Red Chris mine located 80km south of Dease Lake, BC in Tahltan traditional territory. The successful applicant will be required to work and stay in camp during their shift rotation. We offer a number of designated flight marshalling points within BC. Qualified applicants from the local communities are encouraged to apply.

## **RESPONSIBILITIES**

Reporting to the Administration Manager, the Mine Controller's responsibilities include, but are not limited to:

- Manage the following administrative functions:
  - Accounts Payable
  - Accounts Receivable
  - General Ledger
- Complete Month-End and Year-End processes.
- Achieve budget objectives by monthly cost review and variance analysis with departments and, where applicable, initiating corrective actions.
- Provide assistance/guidance in preparation of authorization for expenditure reports.
- Assist in the preparation and development of annual budgets and forecasts.
- Assist in coordinating external and internal audits.
- Maintain accounting policy guidelines, procedures, and internal control documents in compliance with IFRS.
- Develop and monitor business performance metrics.
- Complete other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Minimum of five years in a professional accounting position, preferably in the mining industry.
- Working knowledge of budget preparation, payroll, accounts payable, production, and general mine/mill operations accounting procedures.
- Bachelor's Degree in Business Administration, Commerce, or a related discipline is required, and a major in Accounting or Finance is preferred.
- Professional accounting designation (CPA) is preferred.
- Excellent communication skills, with the ability to interact with different departments and levels within the organization.
- Proficient in preparing Excel spreadsheets.
- Able to effectively manage people, processes, and work.
- Experience in leadership and supervision.
- Compliant knowledge of IFRS standards.
- Familiar with Enterprise Resource Planning; experience with SAP considered an asset.

**QUALIFIED APPLICANTS CAN SEND THEIR RESUME AND COVER LETTER IN MS WORD OR PDF FORMAT TO:**

Red Chris Development Company – [dorothy@hrwest.ca](mailto:dorothy@hrwest.ca)

**Please include position title in the subject line of email**

Only applicants selected for an interview will be contacted