

# SCOTIA MINE

October 2022

## FINANCIAL CONTROLLER

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### POSITION DESCRIPTION

Position: Financial Controller

Location: Scotia Mine, Cooks Brook, Nova Scotia, Canada

### Background

The Scotia Mine is located 62 kilometres northeast of Halifax, Nova Scotia, in the Halifax Regional Municipality. Year-round access to the mine is by paved highway roads and is approximately 15 kilometres off the Nova Scotia provincial highway along Route #224. The Scotia Mine is a permitted Zinc, Lead and Gypsum mine and mill which are owned by a wholly owned subsidiary of EDM Resources Inc.

### The Opportunity

Based at the mine site and reporting to the General Manager, the Financial Controller will be responsible for the preparation and reconciliation of the mine operating budget, overseeing the implementation of the ERP system, and supervising a small team of administrative employees in Accounts Payable, Payroll and Purchasing. The Financial Controller will also assist the Corporate Finance department in the preparation of external financial statements and audits as required. To be successful in this role, a candidate must be organized, and detail oriented, with strong communication and interpersonal skills, who can build relationships in a team and with people of varying backgrounds, but who can also work independently with minimal supervision when required.

### Key Responsibilities

- Prepare mine operating budgets
- Assist managers, superintendents, and supervisors in controlling and reducing costs
- Conduct reconciliation of budgets to realized operating performance
- Coordinate and implement the ERP system
- Maintain control over inventory and reconciliation of actual to general ledger
- Manage of accounts payable, receivable and payroll processing
- Implement month-end closing procedures
- Prepare monthly management reports, which include internal financial statements, cash flow, and other management reports as required
- Work with the Company's Corporate Finance department and prepare the external financial statements and Management Discussions and Analysis reports
- Coordinate annual financial audit with EDM's auditors
- Other related duties and responsibilities as assigned

Scotia Mine Limited

#15601 Highway 224, Cooks Brook, Nova Scotia, B0N 2H0, Canada

## **Principal Accountabilities**

- Operational Performance
- Monitor actual versus desired financial performance outcomes daily
- Deliver site specific costs and statistics monthly via reporting
- Deliver expected standards and maintain management systems and records on site to support the business
- Consistently deliver planned levels of performance in financial related activities
- Act as representative, when relevant, and act in the company's best interest in dealings with Contractors, the Federal and Provincial Government, Landowners, and the Community

## **Professional Experience/ Qualifications**

- Post-secondary degree/diploma in Accounting or Finance
- Professional accounting designation plus 5 – 7 years' experience, or an equivalent combination of education and experience
- Knowledge and experience with Enterprise Resources Planning (“ERP”) system, Microsoft Office, and Simply Accounting are preferred
- Knowledge and experience with an operating mine are preferred
- Knowledge and experience with budgeting processes
- Experience supervising accounting and/or administrative staff
- Excellent attention to detail
- Strong interpersonal, verbal, and written communication skills
- Ability to problem solve and show resourcefulness

This is a **full-time position** with a competitive compensation and benefits package.

If you would like to join our team, please send a resume and cover letter in a single PDF document, to:

Human Resources  
The Scotia Mine – Scotia Mine Limited  
#15601 Highway 224, Cooks Brook  
Nova Scotia, B0N 2H0, Canada  
E-mail: HR@scotiamine.ca

We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted. Please note this posting is for Canadian residents only and preference will be given to Nova Scotians and those already in Atlantic Canada.