

## JOB DESCRIPTION

<b>Job Title:</b>	Financial Analyst
<b>Department:</b>	Finance
<b>Directly Reports to:</b>	Corporate Controller
<b>Direct Reports:</b>	N/A
<b>Location:</b>	Toronto

### Purpose of Role:

The purpose of this role is to ensure accuracy and completeness of corporate accounting financial information through the timely and accurate preparation of journal entries, reconciliations and analysis that support the delivery of external and internal financial information.

### Role Accountabilities

#### ***Accounts Payable and Banking***

- Execution of accounts payable, ensuring all invoices are approved and processed in accordance with Company policy and paid accurately and in a timely manner
- Process purchase requisition and approved Authorizations for Expenditure (AFE), issuing Purchase Orders and creating/managing Vendors in Sage;
- Review all Corporate, Goldboro and other subsidiary invoices for appropriate and accurate documents and code invoices for entry.
- Record and post invoice batches, payment batches and bank entries.
- Prepare ACH, bill payment, international and domestic wires payments for approval.
- Ensure all expense reports have the appropriate documentation and support attached as well as compliance with Company approved expense list.
- Manage all vendors' information and EFT vendors' information in Sage. Ensure the payment info is delivered to vendors via PrintBoss System;
- Reconcile all Canadian and USD chequing and saving accounts for all corporate-managed bank accounts on a weekly and monthly basis.
- Prepare credit card reconciliations and related coding on a monthly basis.
- On a Bi-weekly basis, roll forward the Cash Flow Projector at the beginning of the week and update with reconciled banking information.

#### ***General Ledger***

- Responsible for overall maintenance of the corporate-managed general ledgers and charts of accounts for GL.
- Oversee in the preparation of the corporate accounting consolidated trial balance, including the preparation of monthly/quarterly journal entries, reconciliations and analysis for corporate entities

- Execution of the recording of all cash receipts and the related journal entries (from all sources – e.g. lock box portal, cheques, wires, etc)
- Support the operating effectiveness of internal controls over financial reporting at corporate.
- Preparation of intercompany eliminations on a monthly basis, working with other business units to determine intercompany charges
- Upload all corporate-managed trial balances into the consolidation
- Execution of operationally effective internal controls over financial reporting applicable to the corporate accounting function.

***Payroll***

- Processing payroll through Ceridian on a bi-weekly basis, and related activities
- Update payroll information based on approved changes provided by the VP Human Resources
- Prepare a bi-weekly summary for payroll with any changes highlighted, as part of obtaining approval to process payroll.
- Ensure the remittance of all payroll related costs, including payroll tax, benefits, RRSP's, etc.
- Prepare all Journal Entries related to payroll on a bi-weekly basis, and record accruals for quarter-end reporting when required

***Consolidation and Reporting***

- Assist the Corporate Controller with the roll-forward of the financial statements and MD&A prior to quarter-end and/or year-end
- Support the preparation of the consolidated financial statements and MD&A by completing reporting templates provided by the Corporate Controller
- Support in the preparation of standalone financial statements for certain corporate entities and provide necessary information for tax compliance purposes
- Support in the preparation of Statistics Canada reporting
- Preparation of audit support for quarterly financial analysis including lead sheets, working papers and notes support (preparation of the monthly corporate accounting binder)
- Assist the Corporate Controller in the compilation of supporting information for the audit of the financial statements
- Take all necessary actions to ensure compliance with statutory requirements, regulations, company policies, and governance requirements in his/her area of accountability
  
- Such duties as from time to time may be requested by the Corporate Controller and/or CFO.

**Knowledge, Skills and Abilities:**

- Accounting designation preferred, but not required
- Minimum of 5 years' experience working in an accounting or bookkeeping role
- Understanding of full cycle accounting.
- Very well organized, ability to manage and prioritize tasks, and meet deadlines.

- Ability to work independently and within a small team.
- Accuracy and attention to detail.
- Ability to communicate clearly.
- Excellent knowledge of Microsoft Excel, Word and Power Point.
- Although not required, knowledge of Sage is an asset.

**Safety, Integrity, Reliability**

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For employment consideration email resumes and cover letters to:

Email: [careers@anacondamining.com](mailto:careers@anacondamining.com)

Only those selected for an interview will be contacted