

## NOTICE OF VACANCY

**Date of Issue:** July 8, 2019  
**Deadline:** July 17, 2019 @ 1:00 p.m.

DEPARTMENT:	<b>Finance</b>
JOB VACANCY:	<b>Financial Planning &amp; Reporting Analyst</b>
LOCATION:	<b>Macassa</b>
SHIFT SCHEDULE:	<b>5/2</b>
RATE OF PAY:	<b>Salary, Commensurate with experience and qualifications</b>

We have a vacancy in the **Finance Department** for the position of a **Financial Planning & Reporting Analyst**.

Duties and Responsibilities of a **Financial Planning & Reporting Analyst** include:

- Monitor corporate bullion sales activity and record sales in SAP
- Prepare/ update weekly and monthly financial reports, charts, tables, models and other presentations (both scheduled and ad-hoc)
- Support Controller and other business units with forecasts and budgets
- Analyze data to ensure proper accounting procedures have been followed (correct and communicate errors as required)
- Review, investigate and report to Manager(s) any inconsistencies in their costs (resolve inconsistencies with manager during monthly meeting)
- Assist co-workers and other business units with creating and comprehending financial reports and/ or entries
- Prepare and enter various monthly journal entries as part of the monthly close process (ie: enter stats, allocate materials and overhead, value bullion inventory etc).
- Work with other business units to ensure accurate recording and payment of royalties
- Prepare preliminary ARO provision estimate for review by Management – monitor estimate for reasonableness as new information becomes available
- Assist with internal and external audits (as required)
- Update and maintain working papers and documentation to ensure compliance with 52-109 and SOX

As required:

- Special projects to improve process efficiency and performance
- Update certain quarterly note files for corporate financial statements
- Other duties as required

### Requirements

- Bachelor of Business Degree, Accounting



- CA, CMA, CGA or CPA designation preferred
- Strong analytical skills
- Exposure to Mining Environment or equivalent industrial organization
- 52-109 and SOX compliance understanding
- SAP and large ERP exposure preferred
- Advanced Excel skills, other Microsoft skills: word, outlook etc.
- Capacity to work to tight deadlines

Interested employees must provide a completed Internal Vacancy Application form along with an updated resume to the People Department no later than the deadline listed above.

Human Resources Department