

The Suttie Group

Passionate about People, Partnerships & Performance

Mine Controller – Nevada, USA

The Suttie Group is working with a well funded, gold mining company. Based in Nevada and reporting to the General Manager on site and the CFO at head office, this is an opportunity for a knowledgeable Accounting professional with exceptional work ethic and leadership abilities.

Responsibilities:

- Monitor compliance with policies and procedures, suggest and implement improvements
- Work closely with the General Manager and operations to develop department budgets and KPI reports for the senior management team
- Work with operations personnel to ensure the systems and processes support the timely and accurate recording and accounting of costs under generally accepted accounting principles.
- Oversight of administrative staff based in Nevada including H/R and payroll functions.
- Review and analysis of key accounts, including cash accounts, inventory reconciliations, fixed asset sub ledger (including monthly review of construction in process). The preparation of these accounts is handled by the onsite Accountant.
- Tracking and analysis of inventory, work closely with metallurgist and the mining /process staff, including reconciling stockpile changes to process reports
- Responsible for month-end close and completion of control checklist.
- Analyze major variances from budget and actual, including material and labor, submit results to operating management.
- Preparation of state and federal filings as required (mineral tax, census).
- Assist in the updating of process documentation for Sarbanes Oxley.
- Responsible for coordination of auditors when on location during the year-end financial audit.

The successful candidate will have the following skills and attributes:

- Bachelors degree in accounting/finance or related field
- CPA designation preferred, but other designations considered
- Mining experience in a producing environment required
- A minimum of 8 years accounting related experience
- Relocation is required.

If the above describes you and you are ready to take your career to the next level, please submit your resume in Word format via the www.suttiegroup.com website.

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