



SANDFIRE RESOURCES AMERICA

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ROLE DESCRIPTION

Job Title:	Staff Accountant
Location:	White Sulphur Springs, Montana (USA)
Job Type:	Full-Time
Work Schedule:	M – F with a 40-hour week
Term:	Permanent
Reporting:	Chief Financial Officer, Lincoln Greenidge.
Purpose of Role:	The Staff Accountant is an entry to mid-level accounting professional responsible for maintaining accurate financial records for the Company. The Staff Accountant will additionally assist in the preparation of financial reports as part of the Finance team.
Overview:	<p>This position is centred around the Black Butte Copper Project, located 17 miles north of White Sulphur Springs, MT. Operations and development of the Project are owned by Sandfire Resources America, Inc. and are carried out by its wholly owned U.S. subsidiary, Tintina Montana, Inc.</p> <p>The Black Butte Copper Project will be a showcase underground copper mine utilizing state-of-the-art technology and best practice management principles to delivery positive returns for shareholders and set a new benchmark in outcomes for all stakeholders.</p> <p>This position is responsible for supporting everyone of the team members of TMI to deliver a showcase underground mine development at Black Butte and work with the Senior Accountant to grow and enhance the Finance Department's service for the Black Butte Copper Project.</p>
Job Description:	<p>Developing and maintaining asset, liability, and capital account entries by compiling and analyzing account information by following Company financial policies, procedures, and internal controls over financial reporting.</p> <p>Your job duties and daily job functions include, but are not limited to:</p> <ul style="list-style-type: none">• Preparing and recording bi-weekly accounts payable disbursements by verifying documentation and approvals.• Monitoring vendor accounts to ensure timeliness and accuracy.• Maintaining the general ledger, recording cash receipts, disbursements, and all transactions impacting the general ledger.• Reconciling bank, credit card accounts, and intercompany accounts.• Maintain current cash position report and ensure accounts have appropriate funding.• Assist in month and quarter-end closing.

- Summarizing current financial status by collecting information, preparing balance sheets, profit and loss statements, and other supporting documentation.

Responsibilities:

Areas of responsibility:

- Accounts Payable and Receivable
- Cash and banking accounts
- Intercompany receivables/payables
- Expense reports and credit card reconciliation
- Accuracy of all other General Ledger accounts

Qualifications & Requirements:

The successful applicant will meet the minimum requirements which include:

- Passing a company required pre-employment drug and alcohol screening and background check.
- Agree to signing the Employee Handbook.
- Have a valid state issued driver's license and be insurable to operate company vehicles.

Additional requirements for this role:

- Bachelor's degree in Accounting. Associates degree may be considered with relevant experience.
- 3 – 5 years of experience.
- Work experience in financial reporting is preferred.
- Mastery of Microsoft Office products (primarily Excel and Word).
- Strong analytical problem-solving skills.
- Organize and work with large amounts of information efficiently.
- Independently manage multiple projects and deadlines with attention to detail and accuracy.
- Effectively and professionally communicate, both in writing and verbally, with management, vendors, and team members.
- Able to work as a team player.
- Willingness to learn and develop new skills and knowledge.

Company Property

For this position, the company will assign and issue the following:

- Laptop.
- Monitor.
- Bank Security Tokens.
- Office Keys.