

**Hecla Limited
Staff Accountant
Position Description
January 2010**

Location- Position is located in at the Corporate Office of Hecla Mining Company in Coeur d'Alene, Idaho. Some travel to the Vancouver office and operations is required.

Reports to: Corporate Accounting Manager

Principle Responsibilities and Duties

Operate functions of the financial reporting processes, ensuring that work is performed timely and in accordance with company policies, procedures, systems of internal controls and regulatory compliance.

Summary of Duties to be Performed

Financial reporting – internal and external

- Provide account reconciliations, following established systems of internal controls
- Manage monthly financial statement preparation close for Hecla sites

Prepare supplemental schedules for monthly, quarterly and annual financial reporting

- Prepare schedules as needed quarterly by auditors
- Assist with preparation and review of periodic SEC regulatory filing requirements

Accounting services support

- Record payroll data into the business system
- Prepare journal entries at month end for the corporate ledger and other business units
- Maintain integrity and periodic clearing of inter-company accounts
- Review weekly payment preparations to ensure proper support and authorization
- Adhere to monthly close schedule to ensure accurate and timely completion of work
- Research and provide information to internal and external auditors
- Research GAAP for the Corporate Controller and Corporate Accounting Manager

- Routinely visit operations to understand their strategic plans

Staff training and support

- Research topics and teach them in the finance department's training program
- Work with operations accountants in relevant topics during site visits
- Maintain continuing professional education to the extent required for Idaho CPA licensure
- Continuously build knowledge of SEC and other public company reporting issues

Ancillary Finance Support

- Assist with design and maintenance of internal controls
- Assist tax consultant to allow more time for review and strategic thinking
- Assist treasury manager as needed
- Work with other finance managers as needed for review of forecasts
- Participate in due diligence of potential acquisitions and divestitures
- Participate in exigencies of business combinations or divestitures

Qualifications

The staff accountant must be a degreed accountant, with CPA licensure a plus. A level of comfort with communications and networking that suggests leadership potential is an asset. Demonstration of an orientation to integrated systems is preferred. Bilingual capability (English and Spanish) would be advantageous.