

Staff Accountant

Overview of Property

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 420 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur D'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety awards, Greens Creek is seeking new team members committed to professional growth and success.

Health & Welfare Benefits

Greens Creek is pleased to offer competitive compensation and a comprehensive and flexible benefit plan to provide Health and Welfare, and income protection coverage for employees and their eligible dependents. Employees can customize their benefit plans to the level of coverage desired as well as to the needs of their dependents. In addition to the flexible coverage options, the company makes a significant contribution towards the cost of the benefits.

Community

Juneau, Alaska's capital is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as good education system, year round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather and a strong sense of community. Juneau is also rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

POSITION SUMMARY:

The Staff Accountant position is a key role within Greens Creek's finance group. The primary function includes month end accounting support to the Accounting Supervisor. The Staff Accountant will play a role in assembling operating budgets and forecasts.

Essential Functions & Responsibilities of the Position:

- Will provide month end accounting support to the Accounting Supervisor including journals, accruals, reports, etc.
- Will work with each Department in support of reviewing and analyzing operating costs. Assist in cost control and reductions efforts with the Departments.
- Position will provide payroll entry support for various areas of the Company.
- Will be the backup for the Accounts Payable position.
- Provide support to the concentrate sales and marketing
- Will assist departments in analyzing departmental forecasts and budgets.

Other duties may be assigned.

Maintains compliance with all local, state, federal and company standards and guidelines for safety, health, environment, human resources and sustainable development; demonstrates required behavioral skills including productive communication, cooperation, productivity, initiative, creativity, dependability.

While performing the duties of this job, employee may be frequently required to stand, walk or sit for extended period of times; use hand and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; regularly required to talk and hear. Specific vision requirements for this job include close vision and the ability to adjust focus. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in most work environments is usually moderate.

At times the employee is required to commute out and back on the daily employee ferry out to the mine site; may be occasionally exposed to outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife. This position may occasionally require work on nights or weekends, but will typically be a five day on, two day off schedule.

Education Requirements

B.A. in accounting or related field; or equivalent combination of education and experience.

Experience

Two or more years experience in accounting, preferably in the mining industry: Experience and familiarity with job functions as described.

Training/ Special Skills

Word processing, spreadsheet and database proficiency (MS Word, MS Excel & MS Access/SQL preferred); Ellipse accounting software experience a plus.

Applications & Resumes

Pay is based on experience and includes a competitive benefits program. Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an official application form**. Application forms available at Juneau Job Center or at <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

**Juneau Job Center
10002 Glacier Hwy #100
Juneau, Alaska 99801
Phone: 907.465.4562
Fax: 907.465.2984**

**Hecla Greens Creek is an Equal Opportunity Employer.
Please visit Hecla's website at www.hecla-mining.com
and our recruiting page at
<http://www.hecla-mining.com/careers/>**