

Job Title: Accounting Supervisor
Department: Control
Reports To: Controller
FLSA Status: Exempt
Creation Date: 2/8/2018
Revision Date: 4/2/2018



POSITION SUMMARY

The Accounting Supervisor is a key role within Greens Creek finance group. The job gives a broad exposure to all of Greens Creek's business activities. The primary function of the position is to manage all external financial and internal management financial reporting within HGCMC's internal control requirements. In addition to financial reporting, the position supervises the Accounts Payable, Payroll, Cost Reporting, Fixed Assets Accounting and Project Control functions.

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

Include, but are not limited to:

- Complying with all necessary requirements put in place to prevent incidents, injuries or losses
- Ensuring the safety and health of themselves and others in the workplace by being responsible for their actions and taking due care while performing their work
- Identifying, eliminating, and reporting hazards as soon as practicable
- Reporting incidents and accidents as soon as practicable
- Disclosing all information regarding incidents and cooperating in incident investigations
- Assisting in the resolution of health and safety matters in a positive and timely manner
- Using and maintaining personal, protective equipment (PPE)
- Providing suggestions for improving work processes
- Assisting management by supporting change to achieve desired targets
- Ensuring that plant and equipment operate within their safe working limits
- Ensuring that correct equipment is used for the job
- Participating in risk assessment methodology
- Participating in safety initiatives
- Receiving training and instruction as required
- Maintaining good housekeeping standards

ESSENTIAL FUNCTIONS

Leadership Competencies

- Employee focus—manage difficult employee situations, respond promptly to employee needs, and keep commitments
- Problem solving—identify and resolve problems in a timely manner as well gather and analyze information skillfully
- Interpersonal skills—maintain confidentiality, remain open to others' ideas, and exhibit willingness to try new things
- Communication—speak clearly and persuasively in a positive manner, edit work for spelling and grammar, present numerical data effectively, and read and interpret written information
- Planning/organizing—prioritize and plan work activities, use time efficiently, and develop realistic action plans
- Quality control—demonstrate accuracy and thoroughness and monitor own work to ensure quality
- Adaptability—adapt to a complex and dynamic work environment, including delays and unexpected events, creating ongoing need to reassess and manage changing priorities that may conflict at times
- Dependability—consistently follow instructions, respond to management direction, and solicit feedback to improve performance
- Self-awareness—recognize and understand moods, emotions, and drives of self; as well as their effect on others
- Self-regulation—control or redirect disruptive impulses and moods and the propensity to suspend judgment
- Motivation—bring a passion to work for reasons which go beyond money or status and have a propensity to pursue goals with energy and persistence
- Empathy—understand the emotional makeup of people and have skill in treating people according to their emotional reactions
- Social skills—proficient in managing relationships and building networks while finding common ground and building rapport

ESSENTIAL FUNCTIONS

- Preparation of monthly reports for submission to Hecla Corporate.
- Coordinates internal and external audit engagements and implementation of remediation plans to address issues identified.
- Insures HGCMC accounting transactions comply with the company's internal control requirements.
- Responsible for accuracy of general ledger account balances and company operating statistics.
- Produces cost reports and variance analysis of costs.
- Supervises the Accounts Payable, Payroll, Cost Reporting, Fixed Assets Accounting and Project Control functions.
- Provides cash management of HGCMC's operations and investment accounts to ensure optimized interest income, fulfillment of operating cash needs and distributions to Joint Venture owners.
- Monitors, reconciles and forecasts cash activity in all bank accounts.
- Assists operating departments in developing detailed cost estimates and statistics for plans and forecasts in formats for loading to HGCMC information systems.
- Prepares and submits various tax reports (corporate tax package, Alaska Mining License Tax, CBJ Local Property Taxes, etc.).
- Assists in developing various Accounting Policies and Guidelines for Greens Creek.

QUALIFICATIONS

Education and/or Experience

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

Experience

Six or more years of experience in accounting, preferably in the mining industry including five or more years of supervisory experience.

Training/ Special Skills

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

Other Qualifications

Pass a pre-employment physical and drug screen

Pass a position-specific physical demands assessment

PHYSICAL DEMANDS

While performing the duties of this job, employees may be frequently required to stand, walk, or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl. The employee must be able to talk and hear.

JOB TASK	TEST ACTIVITY	COMMENTS
Walking - Incline	Treadmill Level – 3 min. 10% grade 1 min. 12% grade- 1 min. 15% grade – 1 min.	Work areas
Balance uneven surfaces	Airex-SLS or balance board 30 sec.	Uneven surfaces
Carry 25lbs. 50 ft.	Weighted crate trial - lift and carry 1: 15lbs. – 1 rep. 2: 25lbs. – 1 rep.	Office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Reach Knee to shoulder		General duties

WORK ENVIRONMENT & JOB SCHEDULE

At times the employee is required to commute out and back on the daily ferry to the mine site. May be occasionally exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may occasionally require work on nights or weekends, but will typically work Monday through Friday, in the Vintage Office, with 5 days on 2 days off schedule.

ABOUT US

Greens Creek

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 425 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 and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

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 a 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 rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Compensation & Benefits

Hecla Greens Creek offers competitive pay based on experience and an excellent low-cost benefits package for medical, prescription, dental, and vision insurance as well as other coverages such as disability coverage and life insurance. Retirement benefits include a pension plan and 401(k) with company match.

APPLICATIONS & RESUMES

Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an application form**. Applications are available at the Juneau Job Center or <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

Juneau Job Center
Mailing Address: P.O. Box 115514, Juneau, AK 99811-5514
In Person: 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/>

ACKNOWLEDGMENT

I have received my job description and understand I will be evaluated on the requirements of the Accounting Supervisor position.

Signature and Date

Printed Name