



Staff Accountant

Hecla Mining Company is a precious metals company. Established in 1891 in one of the world's most prolific silver producing districts, northern Idaho's Silver Valley, Hecla Mining Company's rich history of mining has distinguished it as a respected precious metals producer. Hecla is the oldest U.S. based precious metals mining company in North America and the largest producer of silver in the U.S. Headquartered in Coeur d'Alene, Idaho, with a sister HQ office in Vancouver, B.C., our international, publicly traded company is 128 years old.

Hecla mines, processes and explores for silver, gold, lead and zinc in the U.S., Canada and Mexico. Hecla currently produces silver from two underground mines, Lucky Friday in Idaho's Silver Valley and Greens Creek on Admiralty Island near Juneau in Southeast Alaska, gold from both underground and surface mines at Casa Berardi in Quebec, Canada and three newly acquired high-grade gold mines in Nevada's prolific gold producing district near Winnemucca, NV. Both gold and silver are produced from underground and surface mines at San Sebastian in Durango, Mexico. Hecla also has the Rock Creek and Montanore pre-development copper-silver projects in northwest Montana, along with other exploration projects and interests. Ideally positioned to grow, Hecla has developed a solid base with long-life, low-cost mines; and seven district-sized land positions with organic growth opportunities.

Hecla has a current opportunity at our Headquarters in Coeur d'Alene, Idaho for a Staff Accountant.

We are looking for a Staff Accountant who will report to the Director of Accounting and will work closely with site accounting departments, exploration/pre-development managers, closed operations personnel and various corporate departments.

Position Summary

The Staff Accountant is responsible for operating functions of the internal and external financial reporting processes, while ensuring work is performed timely and in accordance with company policies, procedures, systems of internal controls and regulatory compliance.

Essential Functions and Responsibilities of the Position

The Staff Accountant is an important part of the Finance & Accounting Team in helping to develop and achieve department goals and objectives, improving systems and practices, and formulating and executing action plans, resulting in the continuous improvement of the finance and accounting function and delivery of value to Hecla and our employees. The following are key responsibilities of this role:

- Prepares journal entries at month-end for the corporate ledger or other business units
- Adheres to a monthly financial close schedule to ensure timely completion of work
- Helps prepare monthly internal financial package
- Assists with preparation and review of SEC filings, and builds knowledge of SEC and other public company reporting issues
- Records payroll data into the business system
- Prepares account reconciliations
- Maintains integrity and periodic maintenance of intercompany accounts
- Compiles the Weekly Operations Report from information submitted by the operating sites and distributes the report throughout the Company
- Reviews weekly payment preparations to ensure proper support and authorization
- Assists with design and maintenance of internal controls
- Routinely visits operations to understand their strategic plans, and works with operations personnel in relevant topics
- Researches GAAP and SEC reporting guidance and assists in development of company positions and approaches on related issues
- Works with Budgeting & Forecasting personnel to provide inputs for and review of their information
- Assists tax director and treasury manager, as needed

- Assists with internal and external audits, providing documentation, reports and information as requested
- Participates in accounting and reporting requirements related to business combinations or divestitures
- Builds and maintains system reports for various end users
- Gains proficiency in the use of ERP, working frequently with IT for performance and troubleshooting
- Performs other work as assigned.

The Staff Accountant takes a personal and active approach in support of health, safety and environment regulations, policies and procedures, and ensures compliance with all state, federal and company health, safety and environmental requirements and regulations.

The successful candidate will have a minimum of a Bachelor's degree in accounting or a related discipline. Relevant experience which may include an internship is beneficial, ideally in mining, natural resources or similar industry. Being bi-lingual in English and Spanish or English and French is a plus. Licensed as a CPA or CPA candidate is preferred.

This role requires a well-organized, self-motivated, high energy individual with excellent written and verbal communication skills and the ability to work independently or as part of a team. Candidates must be computer literate with knowledge of computer programs such as Microsoft Office Word, Excel, and PowerPoint. Knowledge of accounting and financial reporting principles and internal controls is required and experience in the use of an ERP is beneficial.

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 or balance; stoop, kneel, crouch, or crawl; regularly required to talk and hear. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 40 pounds. Specific vision requirements for this job include close vision, distance vision, and the ability to adjust focus. The noise level in most work environments is usually low. This role may require occasional work on nights and weekends. Occasional and out of town travel is required.

Hecla is proud to offer competitive compensation commensurate with education and experience and a comprehensive benefit portfolio to provide health & welfare, income protection, paid time off and retirement plans for employees, including medical, dental and vision coverage for eligible dependents.

Interested candidates must possess current authorization to work in the United States. Résumé with cover letter and salary history may be sent via email to resume@hecla-mining.com, faxed to 208-292-5541, or mailed to:

Human Resources
Hecla Mining Company
6500 N. Mineral Drive, Suite 200
Coeur d'Alene, ID 83815-9408

Hecla Mining Company is an Equal Opportunity employer. Employees, both potential and active, will be treated in a way that will be free of bias on the grounds of race, color, religion, sex, age, disability, marital status, citizenship, or any other characteristic protected by law. Hecla Mining Company is committed to a work environment in which all individuals are treated with respect and dignity.

Please visit our website at www.hecla-mining.com.