

SITE CONTROLLER

SUMMARY

The Site Controller is a hands on manager who is responsible for the functions of the Administration department at the Lucky Friday. This includes performing the essential duties and responsibilities as outlined below, and managing and coordinating activities of payroll, accounts payable, and accounting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Manage monthly closing processes for the site by coordinating, preparing and submitting financial statements to the Corporate Accounting Department, General Manager and others for review and analysis of monthly site production, project, and other costs.

Prepare journal entries, compiling and analyzing production and project cost information for distribution to the General Manager, Project Managers, and Production/ Department Managers for their review and approval.

Prepare account reconciliations and account analysis.

Prepare actual vs. budget production and cost reports and analysis for distribution to members of management team.

Compile annual operational and capital budget cost data for site by working with department heads on production and cost assumptions. Prepare various detailed cost analysis tools/ bridges/ graphs/spreadsheets/ power points, etc. for corporate presentation by General Manager and submission to Board of Directors. May present information during annual budget meetings at corporate.

Prepare quarterly site forecasts in the same manner as the budgeting process for submission and review by General Manager and corporate personnel.

Weekly, prepare and send cash forecast to corporate Treasury department.

Coordinate and prepare audit documentation for internal and external audit visits, responsible for compliance and results of audit.

Comply with Sarbanes-Oxley, SEC, and other accounting standards. This includes maintaining documentation for compliance and frequent monitoring of internal controls.

Assist with annual 401(k) plan external audit, annual compliance and 5500 financial statement preparation and submission.

Calculate monthly concentrate sales to smelter based on contract terms, settled prices, metallurgical data, and shipment information. Prepare and send invoices to smelter using prepared sales data. Calculate and send monthly adjustments to original sales with updated provisional sales and pricing information. Track accounts receivable balance and payment information.

Property tax – calculate annual property tax estimates. Work with County Assessor on values, deadlines, and tax questions.

Mine license tax – estimate annual obligation based on annual revenues and expenditures.

Shoshone County Net Profits Tax – prepare monthly estimate of obligation, annually prepare Net Profits Tax return and submit to County.

Sales/use tax – General knowledge of sales/use tax and exemptions as they apply to mining in Idaho. Interaction with corporate Tax Manager regarding any tax issues that may arise

Review weekly Accounts Payable check run to ensure proper support documentation and authorizations are provided. Back up for Accounts Payable processing as needed.

Review and approve bi-weekly hourly payroll. Backup for hourly payroll processing as needed.

Manage day-to-day General Ledger activities

Update internal control documentation and process control narratives. Ensure that key controls are effective and operating as designed.

Coordinate with site department heads, corporate staff, and other Hecla properties as required.

Assist site users with ERP issue resolution. Coordinate system support with IT staff and ERP consultants.

SUPERVISORY RESPONSIBILITIES

Supervise accounts payable, payroll, and accounting personnel.

Provide training and direction for staff on job related tasks and projects, including all areas of new and standard practices, policies and procedures

Delegate duties and projects to staff, including data entry, analytical review support, preparation of work sheets and journal entries, compliance reports, monthly unit summary reports and other duties, as needed or requested

Serve as trainer to new corporate accounting staff learning site accounting functions

QUALIFICATIONS

Bachelor's Degree in Business Administration, Finance, Accounting or a related field.

5+ years general accounting experience.

1-3 years of experience in financial reporting and knowledge of accounting systems and practices.

Knowledge of the mining industry and accounting systems preferred.

Proficient in Microsoft office, including Outlook, Excel, Word and Powerpoint.

About Hecla and the Lucky Friday Mine

The Lucky Friday Mine is a deep underground silver, lead, and zinc mine located one mile east of the town of Mullan in the Coeur d'Alene Mining District in northern Idaho. The Lucky Friday has been owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho, since 1958. 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 office in Vancouver, B.C., our international, publicly traded company is over 125 years old.

Hecla Limited, Lucky Friday Mine is pleased to offer competitive compensation commensurate with education and experience, and a comprehensive benefits program that includes 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 authorization to work in the United States. Applications and/or resumes may be sent via e-mail to resume@hecla-mining.com, faxed to 208.545.3327, or mailed to:

Human Resources
Hecla Limited, Lucky Friday Mine
P.O. Box 31
Mullan, ID 83846

Hecla Limited, Lucky Friday Mine is an Equal Opportunity Employer
Visit our website at www.hecla-mining.com for more information about Hecla and the Lucky Friday Mine.