



Hecla Limited
Position Description
03/05/2021

Position Title: Senior Accountant

Location: Coeur d'Alene Corporate Office

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

Reports To: Accounting Director, Corporate

Position Summary:

The Senior 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 Senior 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
- Reviews weekly payment preparations to ensure proper support and authorization
- Routinely visits operations to understand their strategic plans, and works with operations personnel on relevant topics
- Researches GAAP and SEC reporting guidance and assists in development of company positions and approaches on related issues
- Assists with design and maintenance of internal controls
- Works with Budgeting & Forecasting personnel to provide inputs for and review of their information
- Assists tax director and assistant treasurer, 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
- Completes monthly consolidation of subsidiaries
- 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.

Interpersonal Competencies:

- Self-motivated, with the ability work independently, and work effectively within team structures
- Able to organize and perform a variety of projects, tasks and activities, in an accurate and timely manner
- Able to provide creative insight and problem solving
- Able to demonstrate discretion and discernment in all business matters

Education & Credentials:

- Able to demonstrate discretion and discernment in all business matters
- Bachelor's Degree in accounting or related discipline
- Two to four years of experience in financial reporting, and knowledge of accounting systems and practices
- Practical knowledge of the mining industry and/or manufacturing processes, is helpful
- Licensed as a CPA or CPA candidate is preferred
- Bi-lingual in English and Spanish or English and French a plus