



## **JOB POSTING**

### **Controller 16-Month Contract (Sep 2017-Dec 2018)**

**Posted: June 28, 2017**

Noront Resources is a Canadian-based public mining company listed on the TSX Venture Exchange. The Company is a development stage company with an advanced nickel, copper, platinum group element project and a development stage chromite project in the James Bay Lowlands of Northern Ontario (The Ring of Fire).

We are looking for a dedicated and experienced Controller to work in our Toronto Corporate Office to cover a maternity leave for a 16-month period.

#### **JOB DESCRIPTION**

Reporting to the CFO and working with other off-site operations personnel, we seek a professional who is a fit for and who enjoys a small, team-based office environment. We require someone with five or more years' experience in a controller or senior accounting role in a public company. The Candidate should have experience with month-end close, financial statement preparation, budgeting and management reporting who can balance a high-level perspective with a roll up your sleeves approach.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Reviewing monthly internal reports before distribution including reconciliations and working papers
- Maintaining a documented system of accounting policies, processes and controls for 52-109 compliance
- Preparing quarterly and annual financial statements and MD&A and other management reports as required
- Coordinate with auditor for review and audit work
- Filing quarterly and annual financial statements on SEDAR
- Complete all payroll related duties with Ceridian and maintain payroll records (vacation time, stat holiday pay, WSIB, EHT, etc.) and prepare payroll journal entries and T4's (includes YE government reconciliations)
- Prepare and maintain/update fiscal budget information
- Stock option administrator
- Stock option filings to TSX Venture Exchange
- Supervise/train junior accountant
- Supervise/train AP clerk
- Follow health and safety responsibilities, under all applicable government legislations and Noront policies and procedures
- Special projects, financial analysis and other duties as required

#### **REQUIRED KNOWLEDGE, SKILLS & EXPERTISE**

- Undergraduate degree in Commerce or Business Administration, with a major in Accounting
- Professional Accounting Designation (CPA, CA, CMA, CGA)
- 5 years of progressive Accounting/Finance experience
- Experience working in a publicly listed company
- Experience with multi-company reporting and consolidation an asset
- Experience with SunSystems and Caseware/Caseview is an asset
- Ability to work well in a team environment, as well as ability to work independently and take initiative.

## **HOW TO APPLY?**

If you are interested in becoming a part of our team please email or fax a copy of your resume and cover letter to:

Email: [careers@norontresources.com](mailto:careers@norontresources.com)

Fax: 416-367-5444

If you have any additional questions please contact:

Kaitlyn Ferris

Manager, Human Resources & Corporate Responsibility

Email: [kaitlyn.ferris@norontresources.com](mailto:kaitlyn.ferris@norontresources.com)

Telephone: 416-367-1444 or 905-399-0439

We look forward to hearing from you.