



Hycroft Resources & Development, LLC.

Site Accounting Manager

Hycroft Mining Holding Corporation is a US-based gold and silver mining company, which operates its wholly owned Hycroft open pit, gold, and silver mine located an hour southwest of Winnemucca, Nevada.

Job Description

As a Site Accounting Manager located in Winnemucca, Nevada, you will be responsible for the management of site accounting including assisting with accurate and timely internal cost and operation reporting and ensuring all reporting deadlines are met. Coordinate mine site month end process and ensure all inputs, including accruals from the operating departments, are submitted and recorded. Serve as a financial champion at the mine site, guiding and coaching mine site team members in accounting processes and requirements.

Serve as a key leader in the completion of mine site accounting and financial reporting, while working in conjunction with the corporate office. Perform other duties as directed by the CFO, VP Finance and Treasury, Corporate Accounting Director and SVP/General Manager.

Responsibilities

- Strictly adheres to Company values, policies, and management standards.
- Responsible for the preparation and posting of operational journal entries.
- Assist with monthly financial statements and operational reports, including assisting managers with questions related to variance analyses.
- Driving and preparing annual site budget, including forecast updates.
- Serve as accounting leader for all site activities.
- Driving and preparing monthly site cost reports, reviewing with managers in person
- Support the corporate team in preparing final budgets and forecasts.
- Responsible for monthly account reconciliations and bank reconciliations.
- Strictly adheres to SOX controls.
- Provide support for requested items to auditors and provide support for questions during the quarterly reviews and annual financial statement audit.
- Collect data, file and pay sales & use taxes, property taxes, modified business taxes and assist payroll and corporate with any other tax issues.
- Offer training opportunities for department managers for accruals or any other accounting related topics as needed.
- Audit and maintain the fixed asset register. Monitor the construction in progress projects and transition them to fixed assets when complete.
- Monitor and review all accounts payable invoices in Pronto.
- Manage accounting staff and support oversight of payroll.
- Meets or exceeds established performance expectations set by management.
- Consistently exercises discretion and judgement in job performance.
- Punctuality and regular attendance required.
- Perform other related functions as assigned.

Requirements

- Bachelor of Science degree in Accounting, Business, Economics, or Finance required. A Master of Science degree in Accounting or MBA is preferred.
- Minimum of 10 plus years of progressive accounting experience required.
- Good leadership, communication, and organizational skills.
- Experience performing monthly financial close and preparing financial statements or assisting in these processes.
- Experience in using analysis to expenditures to provide value to operations in controlling their costs.
- Proficient with all Microsoft tools required.
- Pronto (ERP system) experience preferred.
- Exposure to the mining industry is preferred in a mining accounting function.
- Ability to be self-motivated and work independently. Must be flexible and organized and can respond to multiple demands and priorities in a company with rapid growth potential.
- Ability to communicate information in various forms to a variety of audiences.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternate solutions, conclusions or approaches to problem solving.
- Proven ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Proactively communicate and engage with site and corporate team.
- Requires valid driver's license.

Safety, Environmental, Compliance

- Strictly adheres to all safety and environmental compliances.
- Have an unconditional commitment to safe working practices.
- Is alert and observes, corrects, and reports unsafe conditions.
- Follows operating procedures and comply with all regulatory requirements.

Accessibility: If you need accommodation as part of the employment process please contact

- **Human Resources at**
- **Phone: 775-333-0506**
- **Email: hr@hycroftmining.com**