



Hycroft Resources & Development, LLC.

Senior Accountant

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 Senior Accountant located at the mine site in Winnemucca, Nevada, you will be responsible for accurate and timely internal cost and operational reporting, forecasting, and budgeting, thereby 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. Prepare reports to assist management in understanding departmental costs, identify and track key performance metrics for operation. Facilitate the preparation of budgets, variance and/or forecast. Serve as a financial champion at the mine-site, guiding and coaching mine-site team members in financial cost control.

Responsibilities

- Strictly adheres to Company values, policies, and management standards.
- Ensure accurate accounting for assigned accounts, including preparation of journal entries and monthly account reconciliations.
- Work collaboratively with business contacts to identify and drive process improvements, resolve business challenges, and provide financial information to key stakeholders to assist in making business decisions.
- Proactively work with the corporate accounting team to ensure consistency in application of accounting practices.
- Coordinate complex cross-functional accounting projects and initiatives.
- Assist with internal and external audit requests.
- Assist with the preparation and/or review of budgets and forecasts.
- Prepare SOX controls.
- End of month process – including journals/reallocations, analysis, and reporting.
- Budgeting and forecasting.
- Performing fixed asset annual count around mine site and preparing the inventory valuation and finished goods inventories, including extracted ore in stockpiles, ore in the processing mill or heap leach, ore stored on site, ore in process, unsold gold stored in transit or at third party refiner.
- Meets or exceeds established performance expectations set by management.
- Consistently exercises discretion and judgement in job performance.
- Works without risk or harm to self and others.
- Punctuality and regular attendance required.
- Perform other related functions as assigned.

Requirements

- BA/BS in Accounting or Finance required.
- 3-5 plus years of progressive accounting and or financial analysis experience, preferably within the mining industry.
- Good leadership, communication, and organizational skills.
- Knowledge of US GAAP, including experience performing technical accounting research and analysis.
- Pronto ERP experience a plus.
- Proficient with all Microsoft tools required.
- Ability to work without constant direction and communicate with and understand non-accounting focused individuals and processes.
- Understand the procurement process with working experience of inventory and work order modules.
- Proven ability to develop constructive and cooperative working relationships with others and maintain them over time.
- 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 complies with all regulatory requirements.

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

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