

KGHM International Ltd. - Vaughan, ON

KGHM Polska Miedź S.A. (“KGHM”) is a global company that employs 29,000 people around the world and has been a leader in copper and silver production for more than 50 years. The business strategy for the years 2015-2020 focuses on continuing growth and maximizing shareholder value with a goal to produce over 1 million tonnes of copper equivalent metal. Currently, KGHM operates 9 open-pit and underground mines located in Poland, Canada, the USA and Chile. KGHM produces key global resources including copper, silver, gold, rhenium, nickel, platinum group metals and molybdenum. As a global company, KGHM carries out its business activities in accordance with the highest environmental standards and regulations.

KGHM International Ltd., an indirect subsidiary of KGHM Polska Miedź S.A., serves as a holding company and an administrative services company for KGHM’s North American operating assets, which include one mine and a mine project in Canada, two mines in the United States, and a mining contracting business active in both countries. KGHM International also holds equity interests in KGHM’s separately administered Chilean business, which operates one mine and is developing a further project in that country. KGHM also serves as an indirect holding company for KGHM’s 55% equity interest in Sierra Gorda SCM, which operates a further large mine in Chile.

Senior Accountant

JOB DESCRIPTION

We are looking for a **Senior Accountant** for our corporate office, located in Vaughan, Ontario. Depending on the successful incumbent’s availability and start date, s/he may be required to travel to Vancouver, BC for training.

PURPOSE & SCOPE OF THE POSITION:

This position is responsible for assisting with financial systems reporting and performing a variety of accounting tasks, as required.

RESPONSIBILITIES/JOB DUTIES include, but are not limited to:

- Maintain and enhance chart of accounts for the ERP system.
- Develop various reports for financial reporting and management reporting.
- Assist with ERP system and financial solutions implementation in various locations.
- Contribute to the enhancement metadata for HFM.
- Help maintain and set up rules in HFM.
- Manage data loading and validation in FDM.
- Support HFM monthly and quarterly close process.
- Assist with data/account analysis.
- Provide support to the quarterly and annual consolidation and financial statements preparation.

- Assist with developing an automated reporting package for the parent company.
- Develop operating procedures for financial reporting system.
- Facilitate monthly close process and timely corporate G&A close.
- Prepare monthly bank account reconciliations and reconciliations for various general ledger accounts.
- Prepare and issue monthly intercompany invoices to all sites and KGHM SA, reconcile intercompany balances monthly with all sites and KGHM SA.
- Maintain and update various schedules (e.g. prepaid expenses, fixed assets); assist in preparing quarterly insurance payment/analysis report, AR credit reports.
- Maintain files and documentation in accordance with company policy and accepted accounting practices.
- Manage Concur T&E rules and reconciliation; provide coaching on JDE & Insight features to staff at sites & Business.
- Assist tax manager with various tax-related tasks; prepare tax journal entries.
- Prepare various schedules for HQ in Poland (e.g. legal, donation and sponsorship payments).
- Perform accounts payable process duties, as needed.
- Support Treasury or/ and Tax function with daily operational tasks as required.
- Assist with special projects as assigned.

QUALIFICATIONS:

Previous Related Work Experience Required

- 2-3 years of working experience in multi-currency, multi-company accounting environment.
- Previous experience in mining is an asset.

Education Required

- Accounting degree or CGA level 4 equivalency or MIS is desirable.
- Strong IT background is required.
- Working knowledge of IFRS accounting standards is an asset.

Special Skills and/or Knowledge Required

- Accountable self-starter and able to work independently.
- Project or Operational Cost estimates.
- Excellent verbal and written communication skills.
- High level of attention to detail.
- Excellent critical thinking, problem-solving abilities and interpersonal skills.
- Ability to perform tasks with minimal supervision.
- Ability to establish rapport with people at all levels of an organization.
- Strong analytical and organizational skills.
- Quick learner and adaptable to an ever-changing environment.

- Ability to explain financial concepts to a non-financial audience.
- **Fluency in Spanish or Polish language is considered a valuable asset.**

Special Equipment/Computer Knowledge Required

- Advanced MS Office skills with particular focus in Excel.
- Knowledge and experience with ERP systems, specifically JD Edwards is an asset.
- Experience with HFM
- Creating reports and templates using Smart View and/or HFM.

JOB POSTING RESPONSE:

We offer a comprehensive compensation package, which includes a performance bonus, basic and extended benefits and participation in the RRSP plan.

Thank you for your interest in career with us. Candidates can submit an application and/or resume to **HR@kghm.com**. KGHM is an Equal Opportunity Employer. We thank all who apply, however, only those most qualified will be contacted for an interview.

Junior Accountant

JOB DESCRIPTION

We are looking for a Junior Accountant for our corporate office, located in Vaughan, Ontario.

PURPOSE & SCOPE OF THE POSITION:

This position is responsible for processing accounts payable, banking duties and performing a variety of basic accounting tasks, as required.

RESPONSIBILITIES/JOB DUTIES include, but are not limited to:

- Receive and review invoices (electronically and in hard copy).
- Code invoices in the accounting system.
- Match invoices and expenses to purchase orders (PO) and receipts, resolve exceptions.
- Process accounts payable and payment runs.
- Set up EFT files and upload to bank.
- Maintain vendor master data.
- Reply to vendor inquiries and other communications with vendors.
- Set up wire transfers in online banking.
- Monitor bank accounts, resolve banking exceptions.
- Create journal entries for banking transactions.
- Create other journal entries as required.
- Scan and save documents according to the filing structure.

- Process and code various allocations (travel, telecommunications, etc).
- Reconcile travel credit cards.
- Facilitate monthly close process and timely corporate G&A close.
- Prepare monthly bank account reconciliations and reconciliations for various general ledger accounts.
- Prepare foreign exchange rates worksheet monthly.
- File GST/HST returns, reconcile GST/HST.
- Process non-resident withholding tax payments.
- Review open PO report and received not vouched report.
- Prepare and issue monthly intercompany invoices to all sites and the parent company, reconcile intercompany balances monthly with all sites and the parent company.
- Maintain and update various schedules (e.g. prepaid expenses, fixed assets); assist in preparing quarterly insurance payment/analysis report, AR credit reports.
- Maintain files and documentation.
- Administer Concur and CWT travel/expense reporting systems.
- Assist tax manager with various tax-related tasks; prepare tax journal entries.
- Support Treasury or/ and Tax function with daily operational tasks as required.
- Assist with special projects as assigned.

QUALIFICATIONS:

Previous Related Work Experience Required

- 2-3 years of working experience in multi-currency, multi-company accounting environment.
- Previous experience in mining is an asset.

Education Required

- Grade 12 completion.
- Accounting diploma or equivalent accounting courses.

Special Skills and/or Knowledge Required

- Accountable self-starter and able to work independently.
- Good verbal and written communication skills.
- High level of attention to detail.
- Good critical thinking, problem-solving abilities and interpersonal skills.
- Ability to perform tasks with limited supervision.
- Ability to establish rapport with people at all levels of an organization.
- Strong analytical and organizational skills.
- Quick learner and adaptable to an ever-changing environment.
- Fluency in the Polish language is considered a valuable asset.

- Special Equipment/Computer Knowledge Required
- Advanced MS Office skills with particular focus on Excel.
- Knowledge and experience with ERP systems, specifically JD Edwards is an asset.

JOB POSTING RESPONSE:

We offer a comprehensive compensation package, which includes a performance bonus, basic and extended benefits and participation in the RRSP plan.

Thank you for your interest in career with us. Candidates can submit an application and/or resume to **HR@kghm.com**. KGHM is an Equal Opportunity Employer. We thank all who apply, however, only those most qualified will be contacted for an interview.

Relocation package will not be provided for this position; therefore we request that only those living within a commuting distance from Vaughan, ON apply for this role.