



Accountant and Accounts Payable Administrator

Myra Falls mine, situated in Strathcona Provincial Park, 90kms southwest of Campbell River on Vancouver Island, British Columbia, has been operational since 1965. The mine has a lifespan of over ten years.

The Myra Falls mining operation was previously owned by leading global zinc and lead producer Nyrstar. Following the company's financial restructuring in 2019, Trafigura became a majority shareholder, and the mine is now part of the Trafigura Mining Group portfolio. Trafigura Mining Group's assets extend across Europe, Africa, North America and Latin America, ranging from wholly owned facilities to joint ventures and minority investments.

Trafigura is a leading provider of the key commodities that power and develop our world, with international operations comprising 8,619 employees in 88 offices across 48 countries. For almost three decades, Trafigura has been connecting its customers to the global economy, growing prosperity by advancing trade. Trafigura sources, stores, blends and delivers a range of raw materials, including oil and refined products and metals and minerals to customers around the world and has recently established a Power and Renewables Trading division.

The trading business is supported by industrial investments and assets, including majority ownership of global zinc and lead producer Nyrstar; a significant shareholding in global oil products storage and distribution company Puma Energy; global terminals, warehousing and logistics operator Impala Terminals; Trafigura Mining Group; and Galena Asset Management.

Trafigura has achieved substantial growth over recent years, increasing revenue from USD12 billion in 2003 to USD147 billion in 2020.

Trafigura Group has an immediate need for a qualified **Accountant and Accounts Payable Administrator** at Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package.

Make Myra Falls Mine your next career choice!

The purpose of the **Accountant & Accounts Payable Administrator** role is to ensure the accuracy, integrity, and timely reporting of financial information for two Quebec-based closed mine sites undergoing reclamation activities, while also supporting the accounts payable function for Myra Falls Mine Ltd. This role oversees the completion of financial records, period-end close processes, trial balances, and management reporting, providing meaningful financial analysis and insights to support decision-making. In addition, the Accountant ensures supplier invoices are processed accurately, paid on time, and in compliance with company policies, procedures, and internal controls. Through effective financial administration and reporting, the role

contributes to regulatory compliance, sound financial management, and the efficient operation of both reclamation and active business activities.

Key Accountabilities

Accountant – Quebec Entities

- Updates SAP financial reporting systems for two (2) closed mine sites
- Prepare journal entries and reconcile general ledger accounts.
- Prepares period end trial balance and management reporting packs with assistance of local management
- Prepare supplier payment files and payment templates on BMO bank system
- Ensures financial data is complete, accurate and compiled in a timely manner
- Answers accounting and financial questions by researching and interpreting data with assistance of local management
- Other duties as assigned by management.

Accounts Payable – Myra Falls Mine

Financial Reporting & General Accounting

- Prepare monthly, quarterly, and annual financial statements, including profit and loss statements, balance sheets, cash flow statements, and supporting schedules.
- Reconcile bank accounts, monitor expenditures, and maintain accurate general ledger entries.
- Support month-end and year-end close processes through the preparation of accruals, reconciliations, and variance analyses.
- Ensure the accuracy, completeness, and integrity of financial records and accounting data.

Requirements

- BS in Accounting, Finance, or Business Administration
- CPA/CMA certification or currently in pursuit of the CPA/CMA certification
- Minimum three (3) to five (5) years of experience in finance or general accounting and full-cycle accounting
- Proficiency in Microsoft Office applications
- Communication and interpersonal skills
- Self-organizational / multi-tasking
- Systematic approach and ability to work accurately in a timely manner
- Able to work independently
- Consent to a pre-employment medical which includes drug & alcohol screening

Preferred

- Experience of SAP applications, Oracle or other ERP systems
- Experience with Kofax Invoice Processing
- Advanced Excel knowledge
- Working knowledge of IFRS accounting
- Experience in mining/natural resources industry

We offer a comprehensive compensation package. If you are interested in joining our team, please e-mail your resume and cover letter to MyraFalls.HR@myrafallsmine.com citing "Accountant & Accounts Payable Administrator" in the subject line.

Trafigura is an Equal Opportunity Employer. Only candidates selected for an interview will be contacted. If accommodation is required, please notify us upon scheduling an interview. Thank you for your interest in Myra Falls Mine.