

## Senior Advisor | Accountant

FINAL | February 2, 2010



**Location:** Vancouver

**Position Reports to:** Manager | Finance

**Company Name:** HDSI

**Position Summary:** Reporting to the Controller/Manager of Finance, the position will have exposure to full cycle accounting and will be primarily responsible for quarterly and annual financial reporting, accounting and analysis.

Through active participation ensure the Company's activities adhere to the [Responsible Mineral Development](#) philosophy. Implement, enforce and support the highest standards of health, safety & environmental management, local socio-economic interaction & corporate conduct.

### Key Result Areas & Specific Responsibilities:

- Preparation of quarterly and annual financial statements including notes to the financial statements; and where appropriate subsidiary accounting;
- Ensuring the accuracy and appropriateness of the entries in the general ledger (including payables, cheques, journal entries, and bank reconciliations);
- Review of cash sheets and weekly cash management summaries;
- Project reporting and accounting (implementation and support thereof) and internal financial statements including analysis;
- Coordination of the year-end audit and subsidiary accounting as appropriate;
- Preparation of regulatory filings including: 20F, AIF, prospectus, MD&A, annual reports, information circulars;
- Maintenance of the accounting and management information systems, general ledger structure, foreign exchange accounting, internal project expenditure reporting, general form set-up (ie. expenditures/budget, etc.), inter-company billings and charge-outs etc.;
- Review of bank reconciliations and other account reconciliations;
- Review of public company billings from HDI and analysis;
- Proactively and on a timely basis, keep the Manager | Finance/ Controller informed as to the status of projects, any related issues, and expected completion dates;
- Assistance with the preparation of tax returns and related filings with the Tax Manager/Manager | Controller/Finance and where appropriate any external advisors;
- Governmental statistical reports;
- GST, PST and HST or like tax claims and remittance including those in foreign jurisdiction as appropriate; and
- Related administrative duties and responsibilities.

### **Other**

- Participate and contribute in special projects and other related duties as required.

## **Position Requirements:**

### *Qualifications, Skills & Experience.*

- Minimum of 3 years accounting experience
- CA/CGA/CMA or near completion of program
- Public company experience
- Strong understanding of the CICA Handbook, knowledge of IFRS an advantage
- Familiarity with Accpac (Windows)
- Strong computer skills in Word, Excel

### *Characteristics &/or Physical requirements.*

- Excellent interpersonal and written communication skills
- Attention to detail with strong analytical and problem solving skills
- Excellent teamwork skills
- Process oriented with strong organizational skills
- Commitment to quality and timelines
- Takes initiative and ownership of situations
- Ability to be flexible and change with environment and demands