

**Employer:** Tintic Consolidated Metals, LLC

**Location of Employment:** 15988 Silver Pass Road, Eureka, UT 84628

**Job Title:** Business Controller

**Job Duties:**

1. Assess and report all activities and transactions of the company and oversee business and financial operations by performing financial analysis, develop financial, control and planning processes and design and implement overall business plans.
2. Guide company's strategic financial decisions, ensuring adherence to U.S. GAAP and IFRS Accounting Standards.
3. Analyze CAPEX project and OPEX operational cost for comparison to budget and variance analysis.
4. Provide financial leadership and have responsibility for budgeting, forecasting, financial statement/report preparation, payroll, cash management, accounts receivable, accounts payable, and inventory control.
5. Develop financial statements and reports, metrics, financial analysis, and cost-benefit analysis.
6. Act as the liaison to external auditors, oversees the management of audits and reviews, and manage external consultant relationships.
7. Advise on proposed transactions and their financial impact and accounting disclosure, offer solutions to increase revenue and reduce costs by improving financial efficiency using knowledge of financial controls, cost saving techniques to capital optimization goals, cost management and control, and business accounting procedures.
8. Build advanced charts and graphs, utilizing Pivot Tables; VLOOKUP, Index Match and Data Tables, advanced conditional formatting, macros.
9. Oversee the company's internal controls compliance, strengthen internal controls, and ensure the control environment operates effectively in a dynamic, complex, and growing environment using SAP, support SAP Plant Maintenance and SAP Project management, SAP FI, and how to integrate it with Prism reporting tool.
10. Monitor, document, and drive improvements in the company using Quick Books ERP System: SAP, SAP Crystal Report, Microsoft Office Suite Excel and Power Point.
11. Develop, analyze, and interpret statistical and accounting information to appraise operating results and variances in terms of profitability, performance against budget, and other matters bearing on the company's fiscal soundness and operating effectiveness to the COO, CFO and Executive Committee.
12. Develop and implement appropriate controls, processes and procedures for the management and processing of invoices from vendors.
13. Implement a document management system to improve workflow, regulatory compliance, document security and standardization.
14. Implement and manage ERP system and with experience with current computer accounting programs and reporting tools, continually seeking to improve the IT framework of the business.
15. Conduct Human Resources, Processing, Finance, Procurement, and Maintenance related to the business cycle and life cycle of underground and surface mines and mining projects.

**Education Required:** Bachelor's Degree in Accounting or a closely related field. A foreign degree is acceptable.

**Experience Required:** 7 years' experience as a Business Accountant, Project Accountant, Controller, or closely related field.

**Special Requirements:**

Demonstrable knowledge of, and prior experience in:

- 7 years of experience as a Business Accountant, Project Accountant, Controller, or closely related field must be with a company involved in mining operations.
- Advanced Excel including building advanced charts and graphs, utilizing Pivot Tables; VLOOKUP, Index Match and Data Tables, advanced conditional formatting, macros.
- Budgeting, forecasting, financial statement/report preparation, payroll, cash management, accounts receivable, accounts payable, and inventory control.
- Developing Financial Statements, metrics, financial analysis, and cost-benefit analysis.
- U.S. GAAP and IFRS Accounting Standards.
- Quick Books ERP System: SAP, SAP Crystal Report, Microsoft Office Suite Excel and Power Point.
- Human Resources, Processing, Finance, Procurement, and Maintenance related to the business cycle and life cycle of underground and surface mines and mining projects.

**Work Hours:** Full time, 40 hours/week. Monday-Friday 8:00 a.m. - 5:00 pm.

**To Apply:** Send resume to [bkirgan@tinticmetals.com](mailto:bkirgan@tinticmetals.com). Only qualified applicants should apply. Must have U.S. employment authorization. Do not apply if you are in F-1 or H-1 status or otherwise require employer sponsorship for U.S. employment authorization.