



Position: Manager, Finance and Administration

Term: Full-time Permanent

Compensation: Competitive salary based on relevant skills and experience, (\$53,000 – \$70,000) plus benefits package.

Deadline for applications: September 18th, 2023

Location: Regina, SK

Start Date: October 16th, 2023 (Negotiable)

Are you a detail-oriented person who likes working with numbers, and thrives in dynamic and collaborative work environment?

If you answered yes, come explore the position of Manager, Finance and Administration, Saskatchewan Mining Association (SMA) that we are currently staffing.

The Position: Manager, Finance and Administration

As a member of the SMA team, your role is responsible for full cycle bookkeeping, managing business relationships with vendors and administrative tasks in an organized and efficient manner. You are team player who also works well independently, effectively managing, prioritizing and completing a variety of tasks within expected timelines and supporting other SMA Team members.

What you will do:

- 1) Manage financial operations, including full-cycle bookkeeping (ie. A/P, A/R, invoicing, journal entries, reconciliation) fiscal reporting, audit processes, GST and PST remittance, CRA and corporate filings (WCB, ISC etc.); in-person and electronic banking; corporate credit card reconciliation, investment activities, as well as payroll and benefits.
- 2) Coordinate and manage office operations, manage business relationships with building management and IT service providers as well as other vendors, and update SMA Finance, HR Policy Manuals and Membership Directory.
- 3) Support team members with the planning and delivery of SMA Events as well as support to the President in areas such as preparation of Board meeting material and scheduling of meetings.
- 4) Be the first point of contact with the public and the SMA by answering phones, managing general email inquiries, handling mail, paper and electronic file management, managing inventory control and other administrative support as required.

What you will bring:

- 3 years of accounting and administrative experience and/or post-secondary education in Business Administration majoring in Accounting.
- Experience with QuickBooks or other accounting software.
- Computer/digital literacy skills including Microsoft Office 365, TEAMS, Adobe
- Excellent written and verbal communication, interpersonal and analytical skills.
- Highly organized with a great attention to detail.





- Ability to prioritize tasks and thrive in a fast-paced, dynamic work environment.
- Available for minor travel, occasional evenings and weekends and overtime as required related to Association Events.
- Eligibility to work in Saskatchewan.

What we will offer:

- Compensation package that includes competitive salary for qualifications and experience combined with attractive benefits package including RRSP, health benefits and potential for performance bonus.
- Flexible working conditions and inclusive workplace.

Interested in exploring this opportunity?

Please send your resume and cover letter to admin@saskmining.ca by Monday September 18th, 2023, with *Application for Manager, Finance and Administration* in the subject line. This job will remain posted until filled. While we appreciate all the applications we receive, only candidates under consideration will be contacted.

For more information about SMA, please visit <http://saskmining.ca/>

About the SMA

Saskatchewan Mining Association (SMA) is not-for-profit, industry funded association that represents and supports the Saskatchewan exploration and mining industry through government, public and member outreach activities. Our member companies sustainably explore for and produce minerals that help provide food, clean energy and technology security to global communities while delivering economic benefits to Saskatchewan communities.

