

**Accountant (Temporary 12 months)**  
**Teck Highland Valley Copper**  
**Posting Date:** August 28, 2023

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Closing Date: September 18, 2023

Reporting to the Accounts Payable Supervisor, the Accountant (Temporary 12-month) provides financial leadership and is instrumental in the day to day functioning of the HVC Accounts Payable function within the Teck HVC Finance Department.

This position will be responsible for supporting the management of weekly, monthly, and periodic accounts payable processes. The position will be responsible for reviewing and investigating vendor payment reconciliations as well as regulatory aspects. The incumbent coordinates with internal and external auditors and government ministries as required. The successful candidate will be a fully engaged member of the Teck HVC Finance team.

Join us in the Highland Valley and enjoy a variety of recreational opportunities such as hiking, skiing, fishing, and golf! The mine site is a 50-minute drive from Kamloops, BC which provides all the comforts of city living. It is also close to Merritt, Ashcroft and Logan Lake, which all exude a small-town community atmosphere.

**Responsibilities:**

- Establish and promote a Safe and Healthy working environment; conform with Teck Corporate and Highland Valley Copper Safety & Health and environmental Management programs.
- Support the accounts payable team with vendor reconciliations, acting professionally during vendor interactions.
- Investigate and provide guidance on PST, GST, Builders Lien and other applicable regulations.
- Prepare and review monthly reconciliations for Balance Sheet accounts.
- Ensure accounts payable SOX documentation is maintained and provide to Auditors when required.
- Maintain accounts payable SOX narratives and library for HVC and work collaboratively with Internal Audit and corporate compliance group on this maintenance.
- Coordinate with departments external to HVC Finance.

**Qualifications:**

- 2+ years full accounting cycle experience including accounts payable.
- Strong analytical skills with an expert level of Excel spreadsheet skills.
- Full understanding of SOX controls and documentation requirements.
- High performing individual with excellent interpersonal skills.
- Highly proficient in MS Office, Outlook, PowerPoint, and Teams.
- MS PowerBI and data analytic skills would be an asset.
- Demonstrated commitment to ethical management behaviors and business and reporting practices.
- Strong interpersonal, writing, verbal communication and presentation skills.
- Proactive, self-motivated, and strong attention to detail is required.
- Must have a valid driver's license (BC 7N or equivalent).

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal and zinc, as well as investments in energy assets.

Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK.

Learn more about Teck at [www.teck.com](http://www.teck.com) or follow [@TeckResources](https://twitter.com/TeckResources).