



NASDAQ: ELBM  
TSX.V: ELBM

## **COST CONTROLLER AND PROJECT SCHEDULER**

Location: Cobalt Refinery, Temiskaming Shores, Ontario

Reference No: 2024-027

Position Type: Full-time

Rate of Pay: Salary, Commensurate with experience and qualifications

### **ABOUT ELECTRA BATTERY MATERIALS**

Electra is planning to build North America's only fully integrated, localized and environmentally sustainable battery materials complex. Thus far, in 2024 Electra received \$10 million in Federal government funding and \$20 million from the U.S. Department of Defense to provide support toward the development of its battery materials complex. Leveraging the company's own mining assets and business partners, the Electra Battery Materials Park will host a cobalt sulfate plant with plans to build a nickel sulfate plant and a large-scale lithium-ion battery recycling facility. Electra's focus will be to supply the North American Electric Vehicle market with battery materials to support the manufacturing of lithium-ion batteries within North America. Electra Battery Materials is an integral part of the North American battery supply chain, providing low-carbon, sustainable and traceable raw materials for the region's fast growing electric vehicle industry.

### **RESPONSIBILITIES**

Below is a list of primary duties and responsibilities for the Cost Controller and Project Scheduler position at the Cobalt Refinery:

- Support the Finance team in managing the project accounting functions, including maintaining accounting principles, practices and procedures;
- Develop and maintain the cost accounting system, documents, and records of the project;
- Use project scheduling software to input tasks and timing for mechanical, electrical, and civil works to generate overall schedule Gantt chart;
- Prepare cost reports for senior management, advise management of variation to budget and provide estimated costs to complete;
- Responsible for organization and distribution of payment of invoices;
- Process and verify invoices in a timely and accurate manner;
- Classify costs accurately and prepare financial reports;
- Assist with month end and year end duties as required;
- Assist in audits and general ledger preparation;
- Ensure accuracy and compliance to accounting standards and internal control;
- Providing management and clients with timely financial reports and budgets, as well as project forecasts;
- Monitoring accounts receivable and payable;
- Updating contracts according to client requirements and reporting associated budget amendments;
- Compile information for internal and external auditors, as required;
- Maintain project-related records, including contracts and change orders;
- Review and present schedules on a bimonthly basis to site construction team
- Identify critical path and provide oversight of project schedule;
- Analyze schedule progression and identify schedule discrepancies and opportunities;

- Present to senior management as required; and,
- Other duties as assigned by management.

## **QUALIFICATIONS**

- Post-secondary education in Accounting preferred;
- Minimum 5 years of related field experience in cost control and project scheduling required;
- Supporting post-secondary classes on cost control and scheduling considered an asset;
- Project Management Professional (PMP) certification considered an asset;
- CPA designation considered an asset;
- Must be local or willing to relocate to Temiskaming Shores, ON;
- Experience with electronic accounting systems;
- Knowledge of scheduling software, namely Primavera (P6);
- High proficiency of Microsoft Office applications;
- Proven ability to work in a team environment demonstrating excellent communication skills;
- Strong analytical skills with attention to detail and accuracy;
- Experience working in a fast-paced office and deadline oriented;
- Superior organizational, problem solving and time management skills; and,
- Excellent written and oral communications.

## **WHY JOIN ELECTRA BATTERY MATERIALS?**

Together, we will power a better path forward. Be a part of a fast-growing team, as we succeed in becoming North America's first integrated battery materials park, providing battery grade materials for the electric vehicle revolution. Our success is contingent on the hard work and dedication of our people. Electra Battery Materials rewards team members through:

- Recognition and results-driven compensation
- Training and development opportunities
- Health and wellbeing
- Ongoing communication and two-way feedback

If you are a passionate, committed, and dynamic individual, please submit your resume in confidence to [careers@ElectraBMC.com](mailto:careers@ElectraBMC.com). Please note that only qualified candidates selected for an interview will be contacted.

Electra Battery Materials is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and decisions to hire or promote will be based on merit, competence, performance, and business requirements.