



NASDAQ: ELBM  
TSX.V: ELBM

## **MANAGER, FINANCIAL REPORTING AND CONTROLS**

Location: Toronto, ON

Reference No: 2022-023

Position Type: Full-Time

Rate of Pay: Salary, Commensurate with experience and qualifications

### **ABOUT ELECTRA BATTERY MATERIALS**

Electra Battery Materials Corporation is building North America's only fully integrated, localized and environmentally sustainable battery materials park. Leveraging the Company's refining assets and business partners, the Electra Battery Materials Park will host cobalt and nickel sulfate production plants, a large-scale lithium-ion battery recycling facility, and battery precursor materials production, which will serve both North American and global customers. Electra also owns the advanced exploration-stage Iron Creek cobalt-copper project in Idaho, USA. 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. The company currently trades on the TSX Venture and NASDAQ listings.

### **THE OPPORTUNITY**

Reporting to the CFO, we are looking for an experienced Manager of Financial Reporting & Controls to lead our external financial reporting function & heavily influence our controls and related systems. You will be responsible for external financial reporting of the consolidated results of a dual-listed entity (TSXV & NASDAQ). This includes ensuring that our company follows the Generally Accepted Accounting Principles (IFRS) as well as legal entity statements in both Canada and the US. In addition to preparing and filing reports that include our financial statements and disclosures, you will coordinate with external auditors and manage our accounting team. Our ideal candidate is a certified public accountant (CPA/CA) who has experience working for a large multi-national or national accounting firm in the assurance function.

To be successful in this role you should have experience assisting in the preparation of financial reporting, including consolidated financial statements and management discussion and analysis (MD&A); ensuring that company procedures conform to International Financial Reporting Standards (IFRS) and are prepared for filing on both SEDAR (OSC) and EDGAR (SEC). Responsible for researching, developing, and documenting technical accounting memos, and a strong understanding of internal control structures. Our outstanding manager should also possess strong Excel skills, be detail-oriented, highly organized, and be able to work with little to no supervision and under pressure. As a company in early operations, we seek team members that can think strategically, act quickly and are comfortable getting involved at all levels. No task is too big or too small. We expect our Finance team to grow significantly in the next 12 months and this position will play a key role in shaping that growth.

## **KEY AREAS OF RESPONSIBILITY & DUTIES**

- Review financial statements and reports that meet all regulatory and accounting guidelines;
- Preparation of quarterly and annual management discussion and analysis (MD&A);
- Subject matter expert on IFRS, with a focus on providing advice and guidance on all technical accounting matters and preparation of assessments for new guidance;
- Implementation of new IFRS standards as applicable;
- Participate in the year-end audit and preparation of audited financial statements;
- Execute internal controls concerning financial policies, processes and procedures;
- Assist in the preparation of monthly financial statements, management reports, certain accounting entries and account reconciliations;
- Support new systems or project selections and implementation from strategic finance and internal control perspective;
- Preparation of required quarterly and annual filings with the OSC and SEC; and,
- Other related duties and required or assigned.

## **SCOPE OF RESPONSIBILITY & COMPLEXITY**

Work is performed under general direction according to set methodologies and processes. As a Company early in its operation, processes are evolving, and you will have the opportunity to shape them. Problem resolution involves using judgement to select methods and handle deviations from standard methods and practices. Work impacts the quality and integrity of results of the Company as a whole. Assistance for unusual situations is provided and your supervisor is readily available to provide direction and guidance when necessary.

## **MINIMUM QUALIFICATIONS & SKILL REQUIREMENTS**

- University degree in Business/Accounting;
- Chartered Professional Accountant (CPA) designation required with Chartered Accountant (CA) focus;
- 5-8 years of professional accounting experience including public practice;
- Big 4 or national-level firm experience preferred;
- Experience working in publicly traded companies;
- Extensive IFRS technical accounting skills as evidenced by excellent research and documentation skills supporting accounting positions, including in the following: derivatives, convertible debt, stock-based compensation and business combinations;
- Experience in the mining and or chemical processing/manufacturing industry is desirable;
- Working within and assistance in designing an internal control reporting framework preferred;
- Experience in pre-operation large capital development an asset;
- Good initiative and self-motivation; works well with minimal supervision;
- Ability to learn quickly;
- Proficiency in Microsoft desktop software and accounting applications;
- Excellent attention to detail and strong analytical skills;
- Ability to work with others in a team environment;

- Flexibility to undertake a variety of assignments; and,
- Ability to organize and prioritize job duties.

### **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 a North American fully 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.