



NASDAQ: ELBM  
TSX.V: ELBM

## **PROJECT ACCOUNTANT**

Location: Cobalt Refinery, Temiskaming Shores, Ontario

Reference No: 2022-023

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. Leveraging the company's own mining 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 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 Project Accountant 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;
- 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;
- Completing vendor credit applications, vendor set up and maintaining vendor credit limits;
- Issue purchase orders and record purchases against purchase orders and investigate discrepancies;
- Assist with month end and year end duties as required;
- Address and resolve internal and external accounting inquiries;
- 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;
- Role will continue post project and may progress into Site Controller role; and,
- Other duties as assigned by management.

## **QUALIFICATIONS**

- Post-secondary education in Accounting or related field;
- Minimum 3-5 years of relevant experience;
- CPA designation considered an asset;
- Experience with electronic accounting systems;
- 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.