



**JOB POSTING: ASSISTANT CONTROLLER  
(15 MONTH CONTRACT)**

**ABOUT US:**

Alexco Resource Corp., a publicly traded company listed on the TSX and NYSE American (under the symbol AXU), is a primary silver company that provides exceptional exposure and leverage to silver in one of the safest mining jurisdictions in the world. Owing the Keno Hill Silver District, located in the Yukon Territory, Canada, Alexco is a proven explorer, developer, and mine operator with one of the highest-grade historic silver districts in the world.

Alexco is committed to the responsible and sustainable development of Keno Hill. Our culture and values drive us to achieve excellence in all that we do, while supporting the communities and organizations in the areas in which we work.

**JOB DESCRIPTION:**

Based out of the Vancouver head office, the successful candidate will report directly to the VP of Finance, and will be part of the Finance team responsible for revenue and offtake administration and financial planning.

Key responsibilities include:

- Monthly consolidated cash balance review and reporting
- Oversee AP & AR team, including providing guidance on related matters and training and developing team members
- Prepare EFTs and Wires, monitor cash balance and fund accounts as needed
- Oversee and support monthly review of site cost reports and capital projects
- Offtake revenue and silver streaming administration and reporting, including invoicing and concentrate tracking & analysis for internal and external reporting
- Prepare annual budgets and forecasts
- Revenue, cost analysis and administration of Government projects, both external and internal, including invoicing, budget and resource tracking, and monthly project reporting and status updates to government bodies
- Produce timely quarterly stats reporting to Government of Canada for Government projects
- Acting as a key liaison for Government projects for non-technical aspects
- Corporate payroll accounting, monthly and quarterly remittances for company wide employee benefits with reconciliations as required, and preparation of year end payroll filings
- Support financial and accounting operations to provide efficient and timely delivery of monthly, quarterly and annual financial statements
- Continuous improvement initiatives to increase efficiency and quality of processes, information and reporting
- Other duties as required

**QUALIFICATIONS:**

- Post Secondary training in accounting, financial management or business-related field
- Minimum of 7+ years progressive accounting experience
- Professional designation required with experience in mining an asset
- Advanced Excel skills, with experience in data modeling and manipulation

**Head Office**

Alexco Resource Corp.  
555 Burrard St  
Suite 1225  
Vancouver, BC V7X 1M9

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F. 604 633 4887



- Strong experience in budgeting, forecasting, month end close, reporting and advanced financial modeling skills
- Ability to work well under pressure and independently with minimal supervision in a dynamic environment
- Knowledge of IFRS and SAGE 300 an asset
- Superior analytical and problem-solving skills with a focus on attention to detail while delivering against tight deadlines
- Ability to prioritize workload and manage multiple projects and tasks to best support company strategic initiatives and long-term targets

**COMPENSATION:**

- Annual salary will be commensurate with experience, please state salary expectations in application package
- Alexco offers a competitive remuneration package consisting of extended group health & medical insurance and retirement savings plan contributions.

Interested candidates should e-mail their cover letter and resume to [hr@alexcoresource.com](mailto:hr@alexcoresource.com). Indicate on the subject line: **Assistant Controller**. Only successful candidates will be contacted.