

**Job Title: Finance Co-op Student – Fall 2024****Date Posted:** June 10, 2024**Location:** Toronto, ON (Corporate Office)**Reference No.:** 2024-008**Position Type:** Fixed Term Contract / Co-op**Schedule:** Monday to Friday, 8:30 AM – 5:00 PM**Term:** September 3, 2024, until December 20, 2024 (Some flexibility with the start and end dates is available)**Work Arrangement:** Hybrid Arrangement between office and remote with up to 2 days per week in office.**About the Opportunity:**

Based at our Corporate Office in Toronto, ON we currently have an exciting opportunity for a **Finance Co-op Student** to join our Treasury Metals team reporting to the Corporate Controller.

Treasury Metals Inc is an exploration and development company currently advancing their flagship property, the Goliath Gold Complex through the development process. The Goliath Gold Complex has the potential to be Canada's newest gold mine and is located close to the city of Dryden.

The **Finance Co-op Student** role within our finance team, presents an opportunity for an individual to dive into the world of accounting. Responsibilities will encompass a variety of tasks essential to maintaining financial integrity, including managing accounts payable invoices, liaising with vendors, handling weekly accounting entries, conducting balance sheet reconciliations, and aiding in the month-end close process. Significantly, the ideal candidate should possess the flexibility to efficiently work in a hybrid environment and be eager to contribute innovative ideas to enhance team productivity. Effective communication skills are vital, as the Finance Co-op Student will serve as the primary point of contact for vendors interacting with Treasury. Joining our team promises exposure to diverse accounting functions and the chance to make meaningful contributions in a collaborative environment.

**KEY RESPONSIBILITIES:**

- Capturing and updating weekly accounting entries;
- Assisting in month-end and year-end closing procedures;
- Supporting the analysis of financial statements, including balance sheets, income statements, and cash flow statements in accordance with IFRS accounting standards;
- Preparing HST and account reconciliations;
- Assisting in the preparation of quarterly and annual financial closing reports for internal and external stakeholders;
- Assisting Accounts Payable with entering and scanning invoices and weekly payment runs;
- Assisting in financial modeling and forecasting to support decision-making processes;
- Liaising with company vendors;
- Developing Excel templates to be used in an annual budget preparation;
- Supporting financial statement audits or reviews to ensure accuracy and compliance with regulatory requirements;
- Assisting with drafting new accounting policies;
- Conducting research on any new IFRS amendments and applicable impact on the financial statements; and
- Contributing to the development and implementation of internal controls.



**QUALIFICATIONS:**

## Required:

- Enrolled in a Co-op program from a recognized College or University in Canada;
- Currently taking a technical degree or diploma in an applicable finance, accounting, or related field;
- Competent in using Microsoft suite of products, including communication and data entry platforms;
- Strong communication and collaboration skills;
- Capacity to work to tight deadlines with evolving priorities;
- Ability to maintain a high level of confidentiality; and
- Meets the eligibility criteria for grant program funding:
  - a) Canadian citizen, Permanent Resident of Canada, or Protected Person under the Immigration & Refugee Protection Act;
  - b) Legally entitled to work in Canada and according to relevant Ontario legislation and regulations.

## Preferred:

- Previous experience working in an accounting or finance related role is considered an asset; and
- Experience in a mining or industrial environment will be highly regarded.

**Send resumes to: [careers@treasurymetals.com](mailto:careers@treasurymetals.com)**

Treasury Metals welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

