



JOB DESCRIPTION

Job Title: Manager, Financial Reporting
Department: Finance
Location: Vancouver, BC
Date: June 2024

ORGANIZATIONAL RELATIONSHIP

This position is with Bunker Hill Mining Corp. You shall perform the duties and responsibilities of this position from the offices of Bunker Hill Mining Corp (Vancouver, BC) when such offices are established. Prior to this, you will primarily work remotely. The Manager, Financial Reporting's primary report is to the Director of Finance.

JOB PURPOSE AND ACCOUNTABILITY

The employee will be an integral part of the corporate finance team. Under the direction of the Director of Finance, the Manager of Financial Reporting will be responsible for preparing key financial reports such as quarterly and annual filings, monitoring development and changes in US GAAP, maintaining accounting records, and implementing internal controls.

RESPONSIBILITIES

- Responsible for the preparation of quarterly and annual external filings with SEC regulations;
- Attend to external auditors queries on a quarterly reports;
- Completes the month-end and year-end close process;
- Responsible for the preparation of monthly internal financial statements and analysis;
- Prepares accounting memos for significant transactions and new accounting pronouncements;
- Maintains supporting schedules for financial reporting in accordance with US GAAP;
- Prepares account reconciliations as part of month-end process;
- Completes journal entries to maintain accurate accounting records;
- Prepares payment of weekly accounts payable balance;
- Assists in the preparation of annual corporate administrative budget;
- Manages and reviews the Company's internal control efforts
- Prepare external filings in collaboration with internal and external counsel to meet TSXV, OTC, SEC and other regulatory requirements.
- Drive improvement in systems and processes, including assisting in implementing a new ERP system.
- Support Director of finance & CFO with respect to other matters, as required.

QUALIFICATIONS

- This position requires a CPA designation with 3+ years of post-graduate experience in mining or natural resource extractive industry or any combination of experience, education, and training.
- Direct experience working in public practice if a preference not a requirement.

SKILLS

- Knowledge of technical and professional principles and skills related to extractive industry accounting.
- Must have an advanced Excel proficiency and previous working knowledge of ERP systems and ability to utilize reporting and analytical tools to fulfil requirements of position.
- Ability to maintain good working relationships with co-workers.

Contact at Bunker Hill Mining Corp.

Mark McBride, Director of Finance

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