

# Cost Analyst, Tax and Compliance

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## See yourself at Teck

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Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal, zinc and energy. Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TCK.A and TCK.B and the New York Stock Exchange under the symbol TCK. Teck has been named to the Dow Jones Sustainability World Index (DJSI) for the last six years, which ranks Teck's sustainability practices in the top 10 per cent of the world's 2,500 largest public companies. Further information about Teck can be found at [www.teck.com](http://www.teck.com).

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Employees with a range of backgrounds and perspectives can help build a stronger company, and at Teck, this belief is at the heart of our commitment to building a diverse workforce. Teck Highland Valley Copper Partnership (THVCP) hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from women, Aboriginal persons and others with the skills and knowledge to productively engage with diverse communities.

Teck Highland Valley Copper Partnership (THVCP) is one of Canada's largest base metal copper-moly mines and is owned and operated by Teck Resources. THVCP offers an attractive salary and benefits package. The Highland Valley is a very attractive location offering a wide variety of recreational opportunities such as hiking, skiing, fishing and golf. The mine site is a 50 minute drive from Kamloops, B.C. which has a population of approximately 85,000 and provides all of the comforts of city living. The mine site is also close to Merritt, Ashcroft, and Logan Lake, which all exude a small town community atmosphere.

We are currently seeking an individual in the role of **Cost Analyst, Tax and Compliance (12 Month term)**.

Reporting to the Controller, the Cost Analyst, Tax and Compliance is responsible for proper accounting of provincial sales tax, goods and services sales tax, carbon tax and customs compliance procedures.

### **Responsibilities:**

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and regulations;
- Act as consultant to Purchasing, Finance and other personnel concerning all applicable taxes;
- Utilize knowledge of and keep informed of various tax acts to ensure taxes are paid correctly and applications for tax refunds and self-assessments are made promptly and accurately;
- Explore opportunities for tax savings within Teck Highland Valley Copper (THVCP) and ensure applicable business areas are informed and reporting correctly;
- Ensure correct application of taxes on purchase orders (PO), warehouse inventory authorization change (IAC), records and vendor invoices; monitors PO's and invoices to ensure appropriate internal cost coding;
- Maintain a library of tax regulations and rulings accessible to end-users; make presentations and company training sessions regarding taxes as they pertain to THVCP;
- Research and/or develop more efficient ways of doing tax reviews;
- Provide assistance or information to external operations, industry associations and clients relative to taxes;
- Reconcile and monitor payments to meet provincial and federal government deadlines;
- Meet with government or other representatives to discuss taxes and assist and substantiate any tax audits of THVCP;

- Analyze projects to establish whether they qualify under the Act for Investment Tax Credit (ITC); assist business units by providing guidelines on what qualifies under the Federal and Provincial ITC programs;
- Maintain and enhance procedures for establishment of new SR&ED projects including project documentation and collection and tracking of costs;
- Provide information to meet Federal Government Investment Claims criteria, expenditures and project summary information;
- Analyze Teck Resources recommendations regarding Customs Compliance requirements and assist the THVCP Purchasing group in implementing those recommendations in an effective manner.

**Skill Requirements:**

- Bachelor's degree in business administration, accounting, finance, or related field preferred;
- One or more years of leadership experience included;
- Experience working with generally accepted accounting principles and accounting software;
- Large ERP AP system experience;
- Strong understanding of sales and motor fuel taxes;
- Valid driver's license (minimum BC Class 7N or equivalent).

**Desired Characteristics**

- Strong personal computer and business solutions software skills;
- Good communication skills for communicating with support personnel and management;
- Strong analytical and problem solving skills;
- Good presentation skills for educating internal clients on accounting principles;
- Good planning and organizational skills to balance and prioritize work.

Qualified applicants are asked to submit their cover letter and resume along with required certifications via [www.teck.com/careers](http://www.teck.com/careers) before **April 28, 2017**.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Teck respects the privacy of all applicants and the confidentiality of personal information.

**Contact Jordann Hazelwood, SSN Career Coach,  
to apply! 250-819-6144 | [jhazelwood@stkemlupsemc.ca](mailto:jhazelwood@stkemlupsemc.ca)**