

Accounting Assistant / Office Administrator Flexible Hours – Part-time/Full-time

Lithium Americas Corp. (“LAC”) is a TSX and NYSE listed company advancing world-class lithium assets to production. LAC partnered with China’s largest vertically integrated lithium producer, Ganfeng Lithium, which has lithium supply agreements with Tesla, BMW and LG Chem, to build and operate the Cauchari-Olaroz lithium project in Argentina. In addition, LAC is focused on advancing the Thacker Pass project, which is a largest known US-based lithium project and is located in north-western Nevada, USA.

We are seeking an individual to join our medium size Vancouver Corporate Office to support our finance, accounting, legal and IR team in this newly created position.

Reporting primarily to the Assistant Controller, the Accounting Assistant/Office Administrator will be responsible for accounting tasks assigned by the finance team and for office administration. The successful candidate must have excellent communication and strong analytical skills. The position will commence in January 2019 and offers flexible working schedule for a successful candidate on a part-time or full-time basis.

Responsibilities

The successful candidate will be responsible for:

Accounting:

- Credit cards reconciliations
- Expense reports reconciliations
- Filing financial records and documents
- Bank reconciliations
- Assisting with partial aspects of Full Cycle Accounting such as depreciation calculation, prepaid amortization, revaluation, accounts receivable and sales, accounts payable, etc.
- Assist with the preparation of Annual Audit Information and supporting documents
- More complex tasks depending on candidate’s experience

Office:

- Assisting in the preparation of presentations including edits, handouts and PowerPoint slides
- Press release dissemination and assisting with website maintenance
- Liaising with subsidiaries’ offices
- Making travel arrangements (flights, hotels, car rentals, etc.)
- Organizing meetings, booking meeting rooms, organizing conference calls, video conferences
- Preparing and editing correspondence
- Maintaining kitchen, supply room and all common areas of the office
- Ordering office supplies
- Any other office administrative tasks as needed

Job qualifications

- Demonstrated self starter
- Proficient in Microsoft Office applications (Excel, Word, Outlook, PowerPoint)
- Experience with Sage Simply Accounting will be an asset but not mandatory
- Strong attention to detail
- Ability to prioritize, multi-task and work both independently and as part of a team
- Excellent written and verbal communication skills
- Strong analytical skills
- Strong work ethic and positive team attitude with the ability to show initiative
- Flexibility for varied work hours during busy periods
- Prior accounting experience
- Office administration experience will be an asset but not mandatory

To apply, please submit your cover letter and resume by email to:

hr@lithiumamericas.com

Please include Accounting Assistant / Office Administrator in the subject line of your e-mail response. Lithium Americas Corp. is an equal opportunity employer.

Posted/Updated November 16, 2018