

# Make *your* mark on forever.



In the passionate pursuit of diamonds, our young Canadian mining operation is building upon the diversity of our people, their skills and De Beers' 120 years of experience to find and responsibly mine nature's oldest and most precious treasure.

If you like chasing demanding targets, thrive on making tough decisions in the pursuit of excellence, and enjoy the support of the world's finest experts, we have a place for you.

De Beers Canada, owner of the Snap Lake and Victor mines and managing partner of the Gahcho Kué Project, is looking for team players who value mining with respect for the environment and communities close by, and who will live up to everything a diamond represents – forever.

## Accounting Seasonal Support — 5 month Assignment

Posting: 2011-219b  
Closing date: December 5, 2011

Looking to gain hands on experience and to be challenged on a daily basis? This may be the position for you. Reporting to the Account IV and based in the Toronto office, the successful candidate will be a key member of a finance team, responsible for providing assistance to all areas of the accounting department.

### The primary responsibilities for the incumbent will be:

- Assisting with Accounts Payable, Fixed Assets and General Accounting;
- Assisting in the month end close through journal entry processing, generation of internal management and external reporting, and analysis of select financial results;
- Assisting the department in the preparation of account reconciliations;
- Assisting the department with the financial audit requirements;
- Updating the accounting file management system;
- Assisting with accounts payable with daily tasks such as copying, scanning, filing, etc.
- Providing support to other members of the accounting department, as needed.

### Requirements:

- Proficient in the use of MS Excel and Word;
- Ability to work independently or in a team;
- Strong multi-tasking and prioritizing skills;
- Exposure to SAP would be an asset;
- Motivated individual who demonstrates initiative.

Fax: 416-421-4972  
Email: [hr.toronto@debeerscanada.com](mailto:hr.toronto@debeerscanada.com)  
Website: [www.debeerscanada.com](http://www.debeerscanada.com)

