



Job Description

Title: Staff Accountant	Reports to: Controller
Status: Full Time	Location: Lead, SD
FLSA: Exempt	Updated: 10/27/2025

Position Summary:

The Staff Accountant provides accounting and administrative support to the Finance Department at Dakota Gold. This position assists with daily accounting operations, month-end closing activities, and financial reporting while ensuring compliance with company policies and internal controls. Working under the direction of the Controller, the Staff Accountant helps maintain accurate and timely financial records that support informed decision making and compliance with corporate and regulatory standards.

Essential Functions:

- Assist in the preparation and posting of journal entries, accruals, and adjustments during month-end close.
- Support reconciliation of general ledger and balance sheet accounts, maintaining supporting documentation.
- Establish knowledge of GAAP and Dakota Gold accounting policies, procedures and internal control standards, maintain compliance while performing responsibilities.
- Assist with invoice processing, purchase orders, and expense reports in compliance with financial controls.
- Cash management for processing invoices and payroll.
- Assist with capital project reporting and fixed asset reconciliations.
- Support the preparation of management and financial reports, ensuring accuracy and consistency of data.
- Contribute to the preparation of annual budgets and forecasts by gathering, reviewing, and organizing data.
- Maintain accurate and organized financial files for audit and review purposes.
- Positive and effective working relationships with other departments.
- Perform other related accounting duties as assigned.

Key Competencies

- **Quality Communication:** Communicates financial information clearly and accurately to both finance and non-finance staff. Ensures understanding through concise explanations and timely updates.
- **Project Management:** Effectively organizes and tracks accounting tasks and projects to meet deadlines. Communicates progress and resolves issues proactively.
- **Time Management:** Prioritizes daily responsibilities to complete work accurately and on time. Balances multiple tasks efficiently, especially during month-end close.
- **Teamwork:** Collaborates positively with colleagues and contributes to shared goals. Builds strong working relationships through cooperation and accountability.
- **Drive / Facilitate Change:** Adapts readily to new systems, processes, and standards. Actively supports continuous improvement within the finance function.

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- **Planning and Organization:** Maintains structured and organized records to ensure accuracy and accessibility. Plans work in advance to meet reporting and audit deadlines
- **Maintain Work Standards:** Delivers consistent, high-quality work that adheres to company policies and accounting standards. Reviews all outputs for completeness and accuracy.
- **Focus on Quality:** Demonstrates attention to detail in all financial work to ensure data integrity. Identifies and corrects errors promptly to maintain high reporting standards.

Training and Experience Required:

- Education:
 - High School diploma or GED and four (4) years professional experience in accounting, or
 - Associate's degree in Accounting Finance, or closely related field and two (2) years professional experience in accounting; or
 - Bachelor's degree in Accounting, Business, or closely related field.
- Basic knowledge of accounting principles.
- Strong proficiency in Microsoft Excel and other MS Office applications.
- Excellent organizational skills with attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines in a fast paced environment.
- Strong communication skills with the ability to work collaboratively across departments.
- Demonstrated initiative, reliability, and commitment to learning and professional development.
- Experience using systems such as NetSuite or equivalent is preferred.
- CPA or CPA eligibility preferred, but not required.
- Ability to perform the essential functions of the position is required.

Physical Demands/Work Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Regular use of hands and fingers to operate office equipment, calculators, and computer keyboards.
- Ability to lift up to 20 pounds occasionally (e.g., files, binders, or office supplies).
- Frequent repetitive motions such as data entry, filing, and document handling.
- Visual acuity required for reviewing detailed financial documents and spreadsheets.
- Occasional standing, walking, bending, or reaching to access office materials.
- Professional office environment with standard business hours.
- Frequent interaction with team members, management, and other departments.
- May experience moderate noise levels from office equipment and conversations.
- Occasional extended hours during month-end close, audits, or special projects.
- Consistent adherence to confidentiality and data security standards.