

Position Title: Accounts Payable Clerk

Reports To: Director of Finance

Position Summary

Working with a high degree of accuracy, accountability, and organization, the Accounts Payable Clerk is responsible for the administration and coordination of the Company's accounts payable processes, invoice workflows, vendor payments, expense processing, payroll coordination support, and financial record maintenance.

The role supports the Company's growing finance function during the feasibility, development, and construction readiness stages of the business and plays a key role in maintaining strong financial controls, accurate project cost tracking, and efficient workflow management.

This position requires advanced proficiency in QuickBooks Advanced, specifically the Projects module, along with strong Microsoft Excel skills and experience working within a project-based accounting environment.

Key Responsibilities

- Process vendor invoices, employee expense claims, credit card reconciliations, purchase order invoices, and payment requests
- Verify coding accuracy in accordance with the Company's chart of accounts, project structures, classes, and cost tracking requirements
- Prepare EFT payment batches, wire payments, and cheque runs for approval
- Post payroll journal entries received from the Company's outsourced payroll provider, Ceridian
- Coordinate with the outsourced payroll provider regarding payroll reports, coding, and payroll support documentation
- Reconcile vendor statements and resolve invoice discrepancies and payment inquiries
- Maintain day-to-day use of QuickBooks Advanced, including the Projects module and workflow approval functions
- Support project setup, project coding, expense allocations, vendor tracking, payroll allocations, and project cost reporting
- Support workflow optimization, data integrity, and reporting improvements within the accounting system
- Maintain organized and audit-ready financial records and supporting documentation
- Assist with month-end accruals, reconciliations, and financial close activities

Qualifications & Experience

- Diploma or post-secondary education in Accounting, Finance, Business Administration, or a related field
- Minimum 3–5 years of accounts payable or accounting support experience, preferably in mining, exploration, construction, or project-based environments
- Advanced proficiency in QuickBooks Advanced, specifically the Projects module
- Experience coordinating with outsourced payroll providers and posting payroll journal entries
- Intermediate Microsoft Excel proficiency including formulas, pivot tables, reconciliations, and financial analysis
- Strong understanding of financial controls, coding structures, and audit support requirements

Core Competencies

- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Strong analytical and problem-solving abilities
- Ability to manage multiple priorities and deadlines
- Professionalism, confidentiality, and accountability
- Strong communication and vendor relationship management skills
- Ability to work independently and collaboratively within a growing organization

Technical Skills

- Advanced proficiency in QuickBooks Advanced
- Advanced proficiency in the QuickBooks Advanced Projects module
- Intermediate Microsoft Excel skills
- Microsoft Office 365 applications including Outlook, Teams, Word, and SharePoint
- Electronic invoice and workflow approval systems
- Financial reporting and reconciliation processes
- Payroll journal entry posting and payroll allocation processes
- Digital document management and records administration