

Job Description

Position: Junior Accountant

Department and location: Accounting, Head Office - Vancouver

Reports to: Controller / Senior Accountants

Position Description

An excellent opportunity for an accounts payable professional looking for the next level of their career or for a junior accountant looking to enter the exciting mining industry and to join a growing international company. This position will be responsible for all and full cycle Accounts Payable and Accounts Receivable duties as well as ample opportunities to learn from a small, close knit team of accounting professionals supporting 8 international mining operations. The position will directly support 3 Senior Accountants while reporting to the Controller.

Major Responsibilities and Essential Duties

A/P responsibilities:

- Processing accounts payable using ACCPAC for Windows
- Obtaining managers' approval and coding to projects
- Data entry of invoices, credit card data, wires payments, etc.
- Working with suppliers regarding invoice/payment inquiries and discrepancies
- Maintaining vendor profiles
- Processing payments via wire / bank draft, cheque runs
- Providing high level of customer service to both external vendors and internal employees
- Assisting in process and procedure improvement and streamlining
- Completing all tasks in A/P as required (copying, filing, etc.)
- Providing administrative / clerical support to the office as required
- Supporting frequent external audit requirements

A/R responsibilities:

- Preparing invoices to sites, employees and others
- Following up with payments
- Depositing payments

Other key responsibilities:

- Data entry of journal entries
- Filing duties of all accounting documents
- Reconciling prepaid accounts, and fixed assets accounts

Job Specifics and Skills Required

- High School Diploma. Second year (college) accounting program student or second year CGA or CMA student preferred
- 2-3 years of related work experience
- skills in MS Office with focus on Excel and Word
- multi-tasking ability and capacity

- **strong attention to detail**
- **excellent analytical skills**
- **team player, good interpersonal, communication skills and open mindedness**
- **experience with Accpac for Windows will be an asset**
- **willingness to learn new things in a growing and dynamic environment**
- **Spanish language skills considered an asset**