



**PAN AMERICAN**  
— SILVER —

Pan American Silver was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world's pre-eminent silver producer, with a reputation for excellence in discovery, engineering and sustainable development. Pan American Silver has several underground and open pit operations in Mexico, Peru, Bolivia, Argentina, Canada and Guatemala. Currently Pan American has an opening with its Accounting Department, based out of its corporate office in Vancouver.

### **JUNIOR ACCOUNTANT**

Reporting directly to the Senior Manager, Financial Reporting, the Junior Accountant will be an experienced accountant whose primary responsibilities will be performing Accounts Payable ("AP") and intercompany billing functions as well as preparation of accounting records to support monthly financial closes and assist with monthly, quarterly and annual financial reporting.

This individual must be a self-starting team player with a "can-do" attitude and the communication skills and personality to thrive in a complex, fast-paced, multi-jurisdictional, international mining organization. You must have the proper balance of skills, experience, and attitude to be successful in this role.

#### **Major Responsibilities:**

- Assisting with monthly corporate close, including but not limited to:
  - Managing AP automation approval workflows, batch processing and integrations
  - Prepare daily wires and weekly EFT/cheque runs
  - Perform monthly credit card reconciliations
  - Collect interdepartmental monthly timesheets and prepare intercompany billing invoices
  - Enter month end journal entries prepared by accounting team
  - Respond to internal and external audit requests
  - Preparing routine reconciliations
  - Preparing select corporate journal entries
  - Preparing select variance analyses
  - Retaining and organizing monthly close support documentation

#### **Qualifications:**

- Bachelor's degree in accounting or equivalent, progressing towards a Chartered Professional Accountant (CPA) designation
- Minimum 2 years of progressive accounting experience
- Knowledge of intermediate Microsoft Excel functions
- Excellent analytical and reconciliation abilities.
- Ability to communicate effectively
- Excellent organizational and problem-solving skills, with ability to manage and prioritize competing demands.
- Experience working effectively in a team-oriented, collaborative environment.
- Strong work ethic combined with the desire to have fun.

#### **Beneficial skill sets (though not explicitly required):**

- Experience using Oracle EBS or Sage 300
- Experience with AP automation software

Interested candidates please apply in confidence to [hr@panamericansilver.com](mailto:hr@panamericansilver.com)

*We thank all applicants for showing an interest. Only candidates under consideration will be contacted.*