



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 Canada, Mexico, Guatemala, Peru, Bolivia, Brazil, Chile, and Argentina.

Pan American Silver is committed to advancing diversity and developing inclusive leadership teams that are representative of the communities we serve. The Company provides equal opportunities to all persons regardless of age, color, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression or any other characteristic protected by federal, provincial, or local law.

ACCOUNTS PAYABLE CLERK

Pan American currently has an opening for an Accounts Payable Clerk to join its corporate office located in Vancouver, British Columbia. The Accounts Payable Clerk will be an experienced accountant whose primary responsibilities will be to manage the full cycle of Account Payable ("AP") and Account Receivable which includes invoice processing, wire transfers, electronic funds transfers ("EFTs"), cheque printing, credit card reconciliation, timesheet collection and intercompany billing. 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:

- Manage automated Beanworks invoice system to review coding and synchronize daily invoices.
- Prepare daily wires, and weekly EFTs and cheque runs.
- Prepare monthly bank and credit card reconciliations.
- Prepare intercompany billing invoices monthly.
- Manage corporate credit cards, including setup and card holder inquiries.
- Manage Certify expense report system.
- Respond to internal and external audit requests.
- Utilize Oracle Enterprise Resource Planning ("ERP") software.

Qualifications:

- Undergraduate degree in Accounting/Finance or equivalent.
- Minimum of 3 years of practical experience.
- Knowledge of advanced Microsoft Excel functions and experience with ERP system AP modules.
- 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.



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Other Beneficial Skills (not explicitly required)

- Oracle ERP reporting experience

Salary Range

\$47,000 – \$55,000 plus eligibility to participate in the staff bonus plan and RRSP

Interested candidates please apply in confidence cover letter and resume before October 25 to hr@panamericansilver.com

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