

# Junior Accountant (Accounts Payable)

## Sault Ste. Marie, ON

### COMPANY INFORMATION

Wesdome Gold Mines has had over 30 years of continuous gold mining operations in Canada. The Company is 100% Canadian focused with a pipeline of projects in various stages of development. The Company's strategy is to build Canada's next intermediate gold producer, producing 200,000+ ounces from two mines in Ontario and Quebec. The Eagle River Complex in Wawa, Ontario is currently producing gold at the Eagle River Underground Mine. Wesdome started production at the Kiena Complex in Val d'Or, Quebec in December 2022. The Company trades on the Toronto Stock Exchange under the symbol "WDO".

### SUMMARY

Reporting to the Site Controller, the Junior Accountant is a key member of the site Finance team. The position is based out of the Sault Ste. Marie Office supporting the Eagle River Mine.

### POSITION RESPONSIBILITIES

*Accountabilities and duties will include but not limited to the following:*

- Responsible for all accounting work associated with processing accounts payables by reviewing and verifying that all invoices match to a purchase order and/or approval and packing slips (3-way matching)
- Respond to inquiries from vendors and employees regarding payment status
- Preparation of payment run via Visa, EFT, and Cheque
- Matching of invoices to cheques and EFT remittance documents
- Review of goods received not invoiced listing and investigation of outstanding items
- Review of vendor statements and investigation of outstanding items
- Filing of vendor invoices and payment support
- Reconciliation of payable and accrual accounts monthly.
- Complete invoicing of vendors for materials used in accordance with contractual agreements
- Cross-train in all critical aspects of payroll in order to act as backup for Senior Payroll Coordinator
- Other duties as required.

### QUALIFICATIONS & EXPERIENCE

- Post-secondary education in Business Administration, Accounting, or Bookkeeping
- Prior experience working with accounts payable
- Experience with SAP is an asset
- Ability to communicate effectively
- Able to work efficiently as a part of a team as well as independently
- Ability to meet tight deadlines and work under pressure
- Experience with working with Microsoft Office Products, including strong excel skills.

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### **WORK CONDITIONS**

- Location: Sault Ste. Marie Office
- Occasional travel to mine site will be required (Approximately 1 week every other month)

We wish to thank all applicants for their interest and effort in applying for the position. However, only candidates selected for interviews will be contacted.

**APPLICATION PROCESS** ▶ Email: [HR.Resumes.Eagle@wesdome.com](mailto:HR.Resumes.Eagle@wesdome.com)

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status.

Wesdome is committed to accessibility for people with disabilities. We will work with applicants requesting accommodation at any stage of the recruitment and selection process. If you require accommodations, please contact us at [Wesdome Gold Mines Ltd. - People & Careers - Accessibility](#)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.

To be eligible for this position, you must be legally permitted to work in Canada without any additional sponsorship support from Wesdome.