



## Position Advertisement

# Accounts Payable Clerk (Temporary) - 10012

### ABOUT THE COMPANY

*Sabina Gold & Silver Corp. is a well-financed Canadian precious metals company on track to become a mid-tier gold producer. The Company has a portfolio of properties in Canada at different stages of development. Our flagship project, the Back River Gold Project, is located in the western Kitikmeot Region of Nunavut. Through our Nunavut assets, Sabina is evolving from a successful exploration company to a developer. Sabina is listed on the Toronto Stock Exchange ("SBB").*

### ABOUT THE POSITION

Reporting to the Project Cost Controller, the Accounts Payable Clerk is responsible for receiving and processing client invoices. The Accounts Payable Clerk verifies the accuracy and timeliness of vendor account payments while ensuring other financial related documents are maintained. This individual will also focus on general clerical duties and data entry related to financial documents. **We are seeking 1 individual for a two-month term opportunity (with possible extension) based out of our Vancouver office.** Contractors & new grads encouraged to apply.

### PRIMARY RESPONSIBILITIES

Reporting to the Project Cost Controller, duties will include, but are not limited to:

- Acts as the primary point of escalation to resolve AP and vendor issues and any invoice discrepancies;
- Responsible for following up and resolving discrepancies in a timely and effective manner;
- Match invoices to appropriate documents;
- Ensure proper approval in accordance with company delegation of authority;
- Input invoice information into AP system (Update invoice purchase cost and clear receiving);
- Monitor accounts to ensure payments are up to date;
- Maintain vendor file; and
- Reconcile AP accounts against supplier statements.

### DESIRED QUALIFICATIONS

- One to two (1-2) years' experience in an office setting with exposure to finance and accounting processes;
- Post-Secondary Diploma in Business Administration or Accounting;
- Strong numeracy, attention to detail, computer software, and accounting skills; and
- Experience working in mining or construction industry preferred.

### APPLICATION AND CONTACT INFORMATION

To be considered for this opportunity, please email your resume to [employment@sabinagoldsilver.com](mailto:employment@sabinagoldsilver.com) using the reference number 10012 in the subject line.

Kitikmeot Inuit, Nunavut Inuit and Residents receive priority hiring consideration, if one these categories applies, please state it after the reference number in the subject line.

We thank all for their interest but are only considering applicants with working rights in Canada.

We will retain application material on file for future vacancies (openings within 6-12 months) for consideration; however, you are encouraged to apply to any opening you may be suited for. If selected to move forward a member of our team will be in touch.



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#### CLOSING DATE

This posting will remain open until 12:00AM PST May 24th, 2022 unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.