



Position Advertisement

Payroll Coordinator - 10059

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

The Payroll Coordinator will be accountable for full cycle payroll activities and be solely responsible for the accurate administration and processing of payroll for up to three hundred (300) salaried Corporate office and hourly field level staff across multiple Canadian jurisdictions. The Payroll Coordinator will activate new hires into the system, process employee status changes, permanent values changes, one-time transactions, and terminations. Based out of our Vancouver Corporate office, the Payroll Coordinator will ensure compliance to legislation and procedural controls and maintain records and electronic documentation to ensure an up-to-date audit log trail is preserved.

PRIMARY RESPONSIBILITIES

Reporting to the Corporate Controller, duties will include (but are not limited to):

- Liaise with site-based personnel coordinators to confirm accuracy and completeness of scheduling, job costing codes and absenteeism data to preserve payroll data integrity;
- Accurately enter payroll information for employees across several jurisdictions for both salaried and hourly employees on semimonthly and bi-weekly cycles;
- Review and audit transactions for accuracy and completeness prior to submitting to the Corporate Controller for review;
- Calculation, auditing and processing of all payroll activities for head office and field employees;
- Review and verify onboarding documentation such as data for new hires, terminations, and employee status;
- Prepare and process records of employment;
- Produce scheduled, custom and ad hoc reports for distribution to various stakeholders;
- Ensure appropriate segregation of duties is maintained between processing and approvals to pay;
- Maintain accurate files for payroll adjustments and calculations for review and approval. Retain files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance; and
- Handle payroll enquires in a timely manner.

DESIRED QUALIFICATIONS

- Three (3) years of experience performing full cycle payroll functions, including journalizing of costs and processing remittances, preferably with a mining or construction company;
- A two (2) year post-secondary Diploma in Business Administration or Accounting; and
- Payroll Compliance Practitioner (PCP) is required; with a Certified Payroll Manager (CPM) designation preferred.



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COMPENSATION AND BENEFITS

For informational purposes, the salary for this role is \$75-80K annually. Competitive benefits compensation will be discussed with the successful candidate.

APPLICATION AND CONTACT INFORMATION

To be considered for this opportunity, please email your resume to employment@sabinagoldsilver.com using the reference number 10059 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.

The Sabina owed Back River Gold Project is a significant undertaking with contribution from both Sabina and valued Contractors. Although we appreciate your interested in working for Sabina directly; if you are not selected for employment with Sabina or we have no current work available that is suitable for your skill set, Sabina may share your application material with our contractors for positions that they are seeking to fill. If you do not want your resume shared, please indicate so in the subject line of your email and we will retain a copy of your application material for our internal records only.

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.

CLOSING DATE

This posting will remain open until 12:00AM MST November 4, 2022, unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.