

Job Title	Accounts Payable and Payroll Administrator
Department	Accounting/Finance

First Mining is a Canadian gold developer focused on the development and permitting of the Springpole Gold Project in northwestern Ontario, Duparquet Gold Project in Quebec and advancing work at its other gold projects in Canada. Since going public in 2015, First Mining has built a portfolio of gold projects in eastern Canada. The company's strategy is to advance these projects to development either by itself or in conjunction with carefully chosen partners.

This is a full-time position based out of our Vancouver office with a hybrid work schedule.

Field	Responsibilities
Accounting and bookkeeping	<ul style="list-style-type: none"> • Perform full-cycle accounting and bookkeeping for all active legal entities • Process journal entries to ensure all business transactions are recorded • Assist in preparing monthly bank reconciliations, match invoices/receipts with transactions, foreign exchange revaluation calculations and similar month-end and quarter-end financial statements working papers • Update financial data in databases to ensure that information will be accurate and immediately available when needed • Planning and assisting with all financial and accounting processes to ensure timely production of accurate financial statements
Accounts Payable	<ul style="list-style-type: none"> • Review timesheets and expense reports for accuracy. Promptly contacting the appropriate managers if discrepancies are found • Match AP invoices with approved supporting documents to ensure there are no discrepancies, appropriately file all processed invoices • Input AP invoices in approval workflow and support team members on facilitating approval workflow. • Distribute and track invoices for appropriate approvals in accordance with the Company's delegation of authority policy • New vendor set-up and validation with appropriate supporting documentation • Process payments by wire, EFT, cheque, online bill pays, or other methods • Answer enquiries from suppliers regarding payment status in a professional and courteous manner • Appropriately file all processed invoices with matching approval documentation
Payroll	<ul style="list-style-type: none"> • Respond to payroll inquiries from employees, management, and statutory authorities • Handle all human resources changes such as new hires, address changes, rate changes, tax changes, garnishments, benefit deductions, status changes, and etc. • Assist employees to enroll in the Company's benefit plans • Monitor all employee vacation accruals • Prepare for review and process semi-monthly payroll payments and expense reports for employees using ADP

	<ul style="list-style-type: none"> • Prepare for review and process all payroll-related journal entries, payroll account reconciliations and statutory remittance account reconciliations • Prepare for review all payroll-related working paper, forms and returns (e.g. T4, WSIB, and WCB) • Review timesheets and expense reports for accuracy. Promptly contacting the appropriate managers if discrepancies are found.
Other	<p>Assisting in the development and testing of internal control standards and procedures</p> <p>Review, document and assess accounting treatment of commitments</p> <p>Liaise with external auditors during the quarterly review and annual audit process</p> <p>Interpret financial results for the management team</p> <p>Ad hoc tasks as and when required</p>
Education and experience	
<p>Minimum 2 – 5 years of experience in similar accounts payable administration, general accounting and payroll role</p> <p>Degree or diploma in accounting.</p> <p>Experience in Sage 300, ADP, and online banking platforms required</p> <p>Advanced experience with MS Office suite including Word, Excel (V-Lookup, Pivot Tables etc.) and Outlook required</p> <p>Ability to work in a high-pressure, fast-paced environment and meet all internal and external deadlines</p> <p>Highly detail oriented with excellent organizational and analytical skills; an ability to think broadly and to ask questions about data, facts and other information to deliver quality analysis</p> <p>Effective interpersonal, written and oral communication skills to develop positive professional relationships</p> <p>Strong prioritization and task management skills</p> <p>Share and collaborate effectively with others</p> <p>Experience in construction, mining or other similar industries is considered an asset</p> <p>Payroll or Accounting designation is considered an asset.</p> <p>Full bilingual proficiency in English and French is considered an asset.</p>	

Salary range \$50,000–\$70,000 per annum (BC), commensurate with experience.

Apply now!

If you are interested in joining a growing and exciting company, please submit a **COVER LETTER** and **RESUME** to careers@firstmininggould.com

Learn more

Visit us at **www.firstmininggould.com** and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates.

Thank you for choosing First Mining in your career search.

- We thank all applicants; however, only those selected for an interview will be contacted.
- Applicants must have legal authorization to work in the country in which the position is based with no restrictions.
- First Mining is an equal opportunity employer committed to building a diverse workforce representative of the communities in which we operate. We are pleased to consider and encourage all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age, disability or persons who may require an accommodation, to apply.