

Accounts Payable Clerk - BGM

The Cariboo Gold Project, through its wholly-owned subsidiary, Barkerville Gold Mines Ltd., is **Osisko Development Corp.'s** ("**Osisko Development**" or the "**Company**") flagship Project is currently seeking a highly motivated individual to be part of the Finance team for the project in Wells B.C, which is approximately 79 kilometres west of Quesnel, British Columbia.

Reporting to the Assistant Controller, the Accounts Payable Clerk contributes to the accounting team in particular to entering, processing, paying, and following up on invoices as well as resolving, reconciling, and balancing vendor accounts and statements. The position is also the gatekeeper for internal control of DOA and assisting in audit requirements from external and internal auditors, as well as government audits. Sense of urgency, accuracy, and efficiency are the keys to the position when prioritizing the tasks.

Contract Duration: January 2025 to February 2026

Main Responsibilities

- Review and enter new vendor requisition and update existing vendor information in Sage;
- Monitor queries in the A/P inbox, respond to inquiries, and distribute incoming correspondence, as required;
- Enter vendor invoices and credit notes in Sage and confirm three-way match process has been performed;
- Analysis of vendor accounts and ensure payment is up to date;
- Communicate with other departments and ensure the follow-ups of approvals comply with SOX;
- Prepare payment batch and send out remittance advices when paid;
- Reconcile vendor statements and resolve discrepancies;
- Prepare cheque/EFT/wire requisitions/bank deposits;
- Prepare and enter expenses for corporate credit card account statements, ensure proper approval and correct coding;
- Verify and enter all expense reports for out-of-pocket expenses;
- Assist in AP month-end closing process (accrual, statement reconciliation, etc.);
- Primary contact for vendors and business units, respond and resolve conflicts;
- Ensure corporate policy, procedures, and financial internal controls are followed;
- Provide backup for receptionist services;
- Other duties as required.

QUALIFICATIONS & REQUIREMENTS

- Post-Secondary Diploma in Accounting or Finance, or equivalent;
- 2 to 3 years of relevant experience;
- Ability to work both independently and within a team environment;
- Experience working with Sage 300 is considered an asset.
- Good prioritization skills, sense of urgency, and respect for deadlines;
- Strong organizational and interpersonal skills;
- Good written and verbal communication skills;
- Attention to detail a must;
- Experience and ability to manage a high volume of work;
- Problem identification and solving capabilities;

Benefits

- Paid time off
- Extended Health, Dental, Vision Care
- Disability Insurance
- Life Insurance
- Employee Share Purchase Plan

This is an exciting opportunity to join a Company that intends to make its mark in the mining industry. This role has breadth offering the candidate great accounting experience in an operating environment.

The estimated base annual salary range for this position is \$55,000 to \$60,000. The salary offered will be commensurate with relevant skills, knowledge, and experience.

Send your resume and cover letter to jobs@osiskodev.com. The candidates under consideration will be contacted directly.