



Accounts Payable Clerk

POSTING #2020-104

Location: Macassa Site

Rotation: 5/2

Closing Date: September 21, 2020

If you thrive on success and team work in a team culture, Kirkland Lake Gold offers career opportunities on a global scale. We provide rewarding and challenging work that will help you grow your skills and your career.

Kirkland Lake Gold is committed to creating meaningful opportunities for our employees and we encourage everyone who works for us to contribute to their full potential. We are an equal opportunity employer and value diversity. We provide a safe work environment and seek to ensure all individuals are treated with respect and dignity, free from harassment, discrimination, bullying and retaliation. All employment is decided on the basis of qualifications, merit and business need. Disability-related accommodations during the application and selection process are available upon request.

Interested? We hope you are.

ABOUT THE OPPORTUNITY

Based at the Macassa Mine Site, we currently have an exciting opportunity for an **Accounts Payable Clerk** to join our Finance team.

The Macassa Mine is a high-grade gold producer, with grade improving at depth, and a key valuation driver for Kirkland Lake Gold. Located in the Town of Kirkland Lake, Ontario, the Macassa Mine remains one of the highest gold grade mines in the world. Macassa commenced operations in 2002, and with the discovery of the South Mine Complex has been able to increase its level of production significantly over the past five years. The mine is located in an area with well-developed infrastructure, including a provincial highway, a railway system and a private airport. High-grade ore is processed at the Macassa Mill, which currently has available capacity and is located in close proximity to the mine.

The **Accounts Payable Clerk** will be responsible for supporting site accounting in timely information and the delivery of transactions related to established accounting methods for the operation.

RESPONSIBILITIES

Your responsibilities will include:

- Enters supplier and manual invoices into SAP
- Creates and maintains of vendor data in SAP
- Fields vendor queries, including payment discrepancies
- Responds to queries on site regarding vendor activity
- Filing and document control/offsite archiving
- Assist with reconcile of monthly supplier statements
- Provides accounts payable transactional assistance to site employees.
- Assist with incoming and outgoing post/mail
- Other tasks as directed from time to time

QUALIFICATIONS

Our ideal candidate has:

- High School Diploma
- Strong organizational skills.
- Exposure to Mining Environment or equivalent industrial organization
- SOX compliance understanding

Does this sound like you? If so, we would love to hear from you.

WHAT'S IN IT FOR YOU?

Together, we are building a world-class gold mine and our success is determined by the hard work and dedication of our team. All of our team members are rewarded with a competitive benefits package and on-the-job perks, including:

- Competitive salary
- Group Benefit Package
- Training and learning opportunities

Should you be the successful candidate for this role, you will be contacted by a member of our Human Resources Department to schedule an interview.