

Job Title: **Payroll and Payables Coordinator**

Date Posted: November 11, 2021

Location: Dryden, ON

Reference No.: 2021-018

Position Type: Dryden Office

Schedule: Monday to Friday

About the Opportunity:

Based at the Dryden Office in Dryden, ON we currently have an exciting opportunity for a **Payroll and Payables Coordinator** to join our Finance team reporting to the **Corporate Controller or designate**.

About the Company:

Treasury Metals Inc. is an exploration and mining development company currently in the process of moving the Goliath Gold Complex through the development process. The Goliath Gold Complex is located proximal to the beautiful communities of Dryden and Sioux Lookout, both well-appointed with key amenities and services.

About the Position:

The **Payroll and Payables Coordinator** will ensure the efficient operations of payroll and accounts payable, administering the bi-monthly payroll for the Company while managing the invoicing, entry into accounting systems and payments.

RESPONSIBILITIES:

Your **Payroll** responsibilities will include:

- Calculate, prepare and processing payroll using QuickBooks, including all deductions
- Manage data for new hires, terminations, leave balances, deductions, etc.
- Tracks and deduct all garnishments and other special payroll deductions
- Complete reports & payroll remittances, benefits, T4s, T4As, etc.
- Update and maintain employees in their respective benefits plans
- Establishes and maintains employee records ensuring employee changes are entered correctly and made on a timely basis
- Works in compliance to audit standards
- Participates in audit process when required
- Mandatory confidentiality and privacy considerations apply to this role
- Other duties as may be assigned

Your **Accounts Payable** responsibilities will include:

- Review/validate incoming invoices
- Match invoices to POs or to Contracts
- Process invoices and prepare for approval
- Prepare journal entries for expense recognition and payment
- Prepare payments for weekly/bi-weekly payment runs
- Manage employee and director expense reports
- Create and maintain supplier files in accounting system
- Liaise with staff on supplier invoicing and expense reports
- Perform monthly review to reconcile invoicing activities

As required:

- Special projects to improve process efficiency and performance
- Update certain quarterly and monthly note files for corporate financial statements and reports
- Other duties as required

QUALIFICATIONS:

A minimum of post-secondary diploma in Business, Accounting or related field:

- Prior experience managing payroll and payables processes preferred
- Competency in payroll principles and practices including related Canadian payroll-related legislation
- Quickbooks or other accounting and G/L software experience required
- SAP or other large ERP exposure preferred
- Advanced Excel skills, other Microsoft skills: Word, Outlook etc.
- Must be able to handle a high level of confidentiality

Send resumes to: careers@treasurymetals.com