

Job Title: **Payroll and Payables Coordinator**

Date Posted: September 12, 2022

Location: Dryden, ON or Toronto, ON

Reference No.: 2022-020

Position Type: Office-based or Hybrid Work Arrangements will be considered

Schedule: Monday to Friday

**About the Opportunity:**

Based at one of our two offices; Dryden, ON or Toronto, ON we currently have an exciting opportunity for a **Payroll and Payables Coordinator** to join our Treasury team with dual reporting to Finance and Human Resources.

**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 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 and Payworks, 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, Payworks 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](mailto:careers@treasurymetals.com)**

