



Accounts Payable Clerk

Copper Mountain Mine is a large scale open pit copper mine located in south central British Columbia. The mine has evolved into a mature and highly efficient operation with a long term mine plan and significant opportunity for mine life extension. If you like to work with people in a working environment to deliver results, and you enjoy an active outdoor lifestyle with easy access to city life, this could be your opportunity.

Working as part of the Accounting team the Accounts Payable Clerk will be responsible for accurately and efficiently process all accounts payable entries.

- Receive and verify invoices comply with policies and procedures and include appropriate approvals
- Review and process credit card statements
- Prepare batches of invoices for data entry and post invoices
- Ability to work under pressure and ensure that payments are timely and accurate
- Assist in month-end processing and expense accruals
- Investigate and resolve issues; follow up with other departments and/or vendors as needed

Qualifications

- Previous experience in an Accounts Payable role an asset
- Knowledge of general accounting procedures
- Proficient in data entry and management
- Have excellent written and verbal communication skills
- Strong computer skills including Microsoft Office Suite, experience with Great Plains Accounting and Maximo ERP an asset
- Exceptional interpersonal skills with the ability to liaise with other departments
- Ability to work independently and as part of a team
- High attention to detail in all areas of work
- Valid driver's license

Pay and Benefits

CMM offers a competitive wage, comprehensive benefit package and RRSP contributions for retirement planning. **There is no camp provision at Copper Mountain Mine.**

This is a Monday – Friday (5x2) position. All qualified persons are invited to apply; **applicants must be legally entitled to work in Canada.**

You will be required to participate in a pre-employment drug & alcohol screening and a medical.

Send resume outlining related qualifications to hr@cumtnop.com (in either word or pdf).

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Copper Mountain Mine respects the privacy of all applicants and the confidentiality of personal information.