





Accounting Clerk - Accounts Payable/Payroll

-  **Location:** True North Mine, Bissett, Manitoba
-  **Job Type:** Full-Time
-  **Company:** 1911 Gold Corporation
-  **Schedule:** Hybrid with periodic site travel (minimum 4 days per month at site)

Position Overview

1911 Gold Corporation is seeking a highly organized and detail-oriented **Accounting Clerk - Accounts Payable/Payroll** to provide day-to-day administrative support to the **Accounting Department**. This role is critical to maintaining accurate records and supporting financial and payroll processes.

The Accounting Clerk will work closely with the accounting team to support both the accounts payable and receivable processes, as well as the payroll processes. This role is well suited for someone who is organized, discreet, and comfortable working with confidential information in a professional environment.

Key Responsibilities

Accounting Support

- Assist with **accounts payable and accounts receivable** processes
- Process invoices, expense reports, and supporting documentation
- Record and reconcile **credit card transactions**, including cross-referencing receipts
- Support **month-end and year-end closing activities**
- Assist with **audit preparation and compliance-related documentation**
- Maintain organized and accurate financial records

Payroll Support

- Process payroll on a regular schedule, ensuring accuracy and timeliness
- Enter and update employee information (hours, wages, deductions, benefits)
- Maintain payroll records and employee files
- Assist Human Resources with onboarding and offboarding payroll tasks
- Respond to employee payroll inquiries and resolve discrepancies
- Prepare payroll reports for management and accounting as required
- Ensure compliance with employment standards, tax regulations, and company policies

- Support audits and year-end payroll activities (e.g., T4s)

General Administration

- Maintain organized electronic and physical filing systems
- Assist with correspondence and internal coordination
- Perform other administrative and clerical duties as required
- Other duties as assigned

Qualifications

- High school diploma or equivalent
- Experience in the mining industry is preferred
- **Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred**
- Previous payroll and account experience is preferred
- 1–2 years of experience in an **administrative, accounting, or finance-related role**
- Strong proficiency in **Microsoft Office**, particularly **Excel**
- Experience with ERP Software for Accounting and Payroll (e.g., **Sage, SAP, Acumatica** or similar) considered an asset
- High attention to detail and strong organizational skills
- Ability to handle **confidential information** with professionalism and discretion

Teamwork, Culture & Growth Mindset

- Contribute positively to a **collaborative, respectful, and solutions-focused team environment**
- Demonstrate a **strong growth mindset**, with a willingness to learn new systems, processes, and tools
- Support cross-department collaboration between Finance, HR, and Operations
- Communicate professionally and constructively with colleagues at all levels of the organization
- Adapt to changing priorities in a dynamic mining environment while maintaining accuracy and professionalism

Knowledge, Skills & Abilities

- Strong data entry and document management skills
- Excellent organizational and time-management abilities
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Strong problem-solving skills and attention to accuracy
- Comfortable working in a structured, process-driven environment

Other Requirements

- Ability to travel to the **True North Mine site in Bissett, Manitoba a minimum of four (4) days per month**
- Comfortable working in a mining or industrial environment during site visits

Equity, Diversity & Inclusion

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

Email resume and cover letter to careers@1911Gold.com