



ST. LAWRENCE FLUORSPAR PROJECT

Accounts Payable Clerk

Canada Fluorspar (NL) Inc. is looking for a qualified and experienced **Accounts Payable Clerk** to join its mine operations team in St. Lawrence, NL. This is currently a temporary position, expected to last approximately 6 months. The successful candidate will work a five (5) day, Monday to Friday schedule.

Reporting to the Senior Cost Accountant, the incumbent will provide effective clerical services to support the efficient operation of the accounts payable department, as well as assist with monthly General Ledger duties as required.

Primarily, the incumbent will be responsible for performing accounts payable activities; providing efficient administration of invoices by processing, verifying and updating documentation; compiling data, statistics, and other information, resolving problems, liaising with the procurement group and conducting research as required. The incumbent will also be responsible for assisting with preparation of bi-weekly and monthly financial reports, month end working paper preparation, some General Ledger duties as well as other related duties as required.

The successful candidate will possess a post-secondary education in Business Administration (Accounting) or related field, along with a minimum of three (3) year's experience in a similar role. The ideal candidate will have experience in a mining or industrial setting. Proficiency with Microsoft Office products, including Word, Excel, PowerPoint and strong verbal and written communication skills are essential for this position. Experience with Sage accounting software would be extremely beneficial.

To apply, please forward a cover letter and resume by 12:00 P.M. on **April 1st, 2019** to:

POSTING #2019-009 – ACCOUNTS PAYABLE CLERK

Email: careers@canadafluorspar.com

Fax: (709) 873-3335

CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.