

Accounts Payable Clerk

Copper Mountain Mining Corporation is a TSX/ASX listed copper producer, developer and explorer in world class mining jurisdictions. Copper Mountain's flagship asset is the 75% owned Copper Mountain mine located in southern British Columbia near the town of Princeton. The Copper Mountain mine has a +30 year mine life based on resources and produces over 100 million pounds of copper equivalent per year with exceptional upside.

The Company also has the development-stage Eva Copper Project in Queensland, Australia in addition to an extensive 210,000 hectare highly prospective land package in the Mount Isa district. Headquartered in Vancouver, BC, Copper Mountain trades on the Toronto Stock Exchange under the symbol "CMMC" and Australian Stock Exchange under the symbol "C6C".

Become a Part of Our Team

As we continue to grow Copper Mountain Mining Corporation, there are many career development opportunities available for motivated and goal-oriented individuals.

Work with us and you will benefit from the mentorship and guidance of experienced team members because we understand that in order to accomplish our goals, we must work as a team and rely on the effort of every team member.

Position

Accounts Payable Clerk

Location

Copper Mountain Mine, located near the town of Princeton, British Columbia at the center of the scenic Similkameen Valley. Princeton is a community-oriented town with a diverse offering of activities, especially for those who love the outdoors. Princeton is also in close proximity to both the city of Vancouver and the Okanagan.

Summary

Reporting to the Controller, the Accounts Payable Clerk will provide full oversight of accurate and efficient processing all accounts payable transactions, processing payment runs, and supporting the accounting department in other duties.

Responsibilities

- Receives and verifies invoices, processes in compliance with Company policies and procedures.
- Prepares weekly payment runs.
- Reviews vendor statements and processes credit card statements.
- Assists in month-end processing and expense accruals.
- Ensures that payments are processed in a timely and accurate manner.
- Investigates and resolves issues by following up with other departments and/or vendors as needed.
- Performs other duties as assigned and required.

Education & Experience

- Previous experience in Accounts Payable is considered an asset.
- Knowledge of general accounting principles and procedures.
- Computer skills should include ERP systems as well as Microsoft Office suite.
- Exceptional interpersonal skills and able to liaise with other departments as well as external parties.
- Experiences with Microsoft Dynamics GP and IBM Maximo ERP an asset.

Required Skills

- Self-starter with good organizational, time management, and prioritizing skills.
- Attention to detail in all areas of work.
- Requisite to possess a valid driver's license.
- Required to meet pre-employment testing requirements.

To Apply

To apply, please send your cover letter and resume to humanresources@cumtn.com. Please include **'Accounts Payable Clerk'** in the subject line of your email response.

Copper Mountain Mine is an equal opportunity employer committed to diversity, equity, and inclusion. While we consider all qualified applicants for employment and thank all applicants for their interest, only those selected for an interview will be contacted.