

Athabasca Minerals is a dynamic, growing, publicly traded company looking for a full-cycle **Accounting Clerk** to support our various business units. This role would initially be a temporary employment contract with the potential to convert to a permanent position. In this role the successful candidate would be responsible for overseeing all aspects of Accounts Receivable and Accounts Payable, as well as performing general administrative duties. The ideal candidate will have experience in receivables and payables for multi-location companies. Experience working in a publicly traded company is desirable but not required.

## **HOW WOULD YOU CONTRIBUTE**

### **Accounts Receivable**

- Invoicing for 3-4 related companies, including ensuring all billing requirements are met according to contracts, PO's etc.;
- Set up new customers in all companies according to guideline procedures set by the Controller and Accounting Supervisor;
- Enter invoices into Open Invoice for customers as required;
- Monitor collections and ensure payments are received in a timely manner with follow up, when required.

### **Accounts Payable**

- Receive and enter all payables for all companies. Set up any new vendors in each company;
- Prepare and process all invoices according to corporate processes;
- Ensure accurate coding of all invoices within accounting system;
- Work closely with vendors to ensure all invoices are received in a timely manner and any issues with invoices, etc. are resolved;
- Ensure accrual of invoices for month end cut-off;
- Work with Banking/Treasury Clerk to process biweekly payment runs;
- Collaborate with the Accounting Supervisor and Controller to identify A/P process efficiencies & streamlining opportunities.

### **Office Administrator tasks:**

- Work with auditors in providing information as requested;
- Filing for all companies;
- Assist with general reception duties such as answering phones and greeting guests;
- Other general office duties as required.

## **WHAT YOU BRING (the essentials)**

- 3+ years experience in both A/R and A/P;
- Experience working in Great Plains preferred;
- Experience working with multi-location Operations & Finance teams is an asset;
- Aptitude for finding efficiencies and implementing process improvements;
- Proficiency in Microsoft Office products such as Word, Excel, and Outlook;
- Organization, attention to detail, productivity, and dependability;
- Team player with the ability to work independently;

- Ability to work in a fast-paced, dynamic environment;
- Post-secondary diploma in a related discipline is an asset
- Previous public company experience preferred

Athabasca is an integrated group of companies focused on the aggregates, industrial minerals and resource sectors, driven by technology to bring improved value to industry and our customers. Our business is comprised of 4 distinct, but synergetic, divisions that include:

**AMI Aggregates** - produces and sells aggregate out of its corporate pits and manages the Coffey Lake Public Pit on behalf of the Province of Alberta.

**AMI Silica** - positioning to become a leading supplier of premium domestic silica sand with regional deposits in Alberta and NE British Columbia.

**AMI RockChain** - a midstream technology-based business using its proprietary RockChain™ digital platform, associated algorithm, and quality assurance & control services to provide cost-effective integrated supply / delivery solutions of industrial minerals to industry, and the construction sector.

**TerraShift Engineering Ltd.** - offers technology-based applications that support resource exploration and development, engineering services, environmental and regulatory planning, resource management, compliance reporting, and reclamation for a growing customer base.

Athabasca Minerals is an equal opportunity employer offering a competitive compensation package. We thank all candidates for applying, but only those selected for an interview will be contacted, no phone calls please.