

SEABRIDGE GOLD

Seabridge Gold Inc. is seeking an **Account Payable** person.

Seabridge Gold was founded in 1999 and holds a 100% interest in several North American gold projects. Seabridge's assets include the KSM and Iskut projects located near Stewart, BC, the Courageous Lake project located in the Northwest Territories, the Snowstorm project in the Getchell Gold Belt of Northern Nevada and the 3 Aces project in the Yukon Territory. Seabridge strives to provide opportunities for people who have talent, passion and integrity and the desire to work within an organization that values and supports them. For further information on our company, please visit www.seabridgegold.com.

The Accounts Payable position is responsible for processing payments efficiently, consistent with company processes and internal controls, and with great attention to detail.

Key Responsibilities

Key responsibilities for this position may include but not limited to:

- Monitor accounts payable inbox and electronically file documents
- Distribute incoming invoices to appropriate internal staff for approval
- Enter invoices, including inventory receipt invoices, into accounting database in a timely, accurate and efficient manner
- Process vendor debit memos, both vendor returns and non-inventory debits
- Identify and resolve variances between invoices and purchase order receiving
- Communicate with vendors and resolve invoicing discrepancies and answer any trade queries
- Code all invoices accurately by project and account
- Ensure all payment batches have the appropriate supporting documentation
- Prepare cheques with back up documentation for signature
- Manage employee expenses and distribute reimbursements
- Reconcile monthly vendor statements, investigate, and resolve discrepancies
- Liaise with the project team to resolve financial issues
- Assist with external audits
- Other duties as assigned

Education, Skills and Experience

- Minimum of 3 years experience in an accounting/record keeping environment, including experience with multi-currency
- Strong ability to ask questions in a manner that will provide the most relevant and helpful information
- Experience with computerized accounting/record keeping systems
- Excellent working knowledge of Microsoft Word, Excel and Outlook
- Must be organized, detail-oriented and be able to handle multiple tasks
- Strong written and oral communication skills

Location

This position is based in Toronto, Ontario.

Our Offer

- an exciting opportunity to contribute to the success of the business and reach your full potential
- competitive salary
- health and welfare benefits

Apply

We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status, or any other legally protected factors.

Please apply through email to hr@seabridgegold.com and attach your Cover Letter and Resume in Word or PDF format. Thank you for your application, however, only those selected for an interview will be contacted.