KSM MINING ULC

A SUBSIDIARY OF **SEABRIDGE GOLD** INC

EDUCATION & EXPERIENCE

- Grade 12 completion is required, along with extensive on-the-job experience. Some employers prefer a university degree, a diploma of business, or a certificate from a related field of study.
- Experience working in accounts payable, recievable and data entry may be necessary.
- Computer skills, including a working knowledge of MS Word, Excel, and accounting software, are an asset.

TRAINING

the province.

There are many different training programs for people interested in careers in accounting. You can search www.educationplanner.ca for a complete list of different programs offered accross

If you are interested in completing Grade 12 or upgrading your skills, you have a number of options. Check out adult basic education programs at:

- ▶ The College of New Caledonia.
- ► Coast Mountain College
 If you have completed Grade 12 and are
 interested in exploring your career options

in exploration and mining, contact:

- General education advisors or First
 Nations Access coordinators at Coast
 Mountain College
- School of Exploration & Mining advisors at Coast Mountain College
- Academic advisors at the College of New Caledonia

CAREER ADVANCEMENT POTENTIAL

Progression to supervisory or skilled financial occupations, such as accounts payable supervisor, bookkeeper or office manager is possible with additional training or experience.

To learn more about a career as an accounting clerk (including information about work duties and working conditions, salaries and employment prospects), you can access information in the National Occupation Classification (NOC) System at www.workbc.ca. The NOC code for this occupation is 1431.

ACCOUNTING CLERKS

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to esablished procedures. They are employed throughout the private and public sectors.







Image source: MiHR Council and iStock

JOB DESCRIPTION

Accounting and related clerks perform some or all of the following duties:

- ► Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems.
- ► Code, total, batch, enter, verify and reconcile transactions such as accounts payable and recievable, payroll, purchase orders, cheques, invoices, cheque requisitions and bank statements in a ledger or computer system.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- ▶ Prepare period or cost statements or reports.
- ► Calculate costs of other materials, overhead and other expenses based on estimates, quotations, and price lists.
- ▶ Respond to customer inquiries, maintain good customer relations and solve problems.
- ► Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

Seabridge Gold developed its job fact sheets using information from Human Resources and Skills Development Canada's 2006 National Occupational Classification, Work BC (www.workbc.ca) and the Mining Industry Human Resource Council (https://mihr.ca). To learn more about Seabridge Gold and its projects, visit www.seabridgegold.com.