

Nyrstar is a global multi-metals business, with a market leading position in zinc and lead and growing positions in other base and precious metals, such as copper, gold and silver. Nyrstar has six smelters, four mining operations and one fumer located in Europe, Australia and North America, and employs approximately 4,100 people. The Company is incorporated in Belgium and has its corporate office in Zurich, Switzerland. Nyrstar is listed on Euronext Brussels under the symbol NYR.

For our [Mine](#) located in [Campbell River, BC](#) we are currently seeking a / an:

Accounts Payable Clerk

THE ROLE

This position is responsible for supporting the finance department, and paying supplier invoices accurately, on time, and in accordance with internal controls. In addition, the person in this role is expected to add value by consulting with others improve the efficiency, effectiveness, and information associated with the procedure to pay system.

KEY ACCOUNTABILITIES

- Work safely, and proactively identify and manage risks that could affect our people, environment, strategy, or assets.
- Process multi-currency accounts payable invoices in accordance with purchase orders, receiving reports, expense reports, and approval limits. Exercise judgement with regards to account coding, price discrepancies, extra charges, and sales taxes.
- Prepare payment runs using EFT, wire transfers, and paper cheques
- Maintain well organized vendor files
- Provide advice to help others make well organized requisitions
- Assist with the reconciliation of AP related general ledger accounts
- Assist with the tracking and proactive payment of mineral leases and permits
- Assist HR with payments to retirees
- Assist with mail and deliveries
- Maintain petty cash account
- Other duties as required

QUALIFICATIONS/EXPERIENCE

- 5+ years' experience in similar roles
- Previous SAP experience

APPLICATION

If you are excited about this opportunity and feel you meet the expectations of the role please send us your application to the following email address: careers.myrafalls@nyrstar.com , or apply online at www.nyrstar.com.

We look forward hearing from you.

Please note that only applicants who progress to the next stage will be contacted. Thank you for your interest in applying for this position.

For more information on Nyrstar, please visit www.nyrstar.com

Nyrstar is an equal opportunity employer (EOE).

Your application will be kept for one year from the date it is sent.