



Accountant & Accounts Payable Administrator Full-Time

Campbell River Region
Campbell River

Monday September 21, 2026

\$31 - \$40/ hour

Company: Myra Falls Mine

Industry: Mining, Other

How to apply:

please e-mail your resume and cover letter to MyraFalls.HR@myrafallsmine.com citing "Accountant & Accounts Payable Administrator" in the subject line. Trafigura is an Equal Opportunity Employer. Only candidates selected for an interview will be contacted. If accommodation is required, please notify us upon scheduling an interview. Thank you for your interest in Myra Falls Mine.

Attachment: [Job Posting - Accountant and Accounts Payable Administrator.pdf](#)

Expiry Date:

Tuesday, October 06, 2026

Details:

Trafigura Group has an immediate need for a qualified Accountant and Accounts Payable Administrator at Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package. Make Myra Falls Mine your next career choice! The purpose of the Accountant & Accounts Payable Administrator role is to ensure the accuracy, integrity, and timely reporting of financial information for two Quebec-based closed mine sites undergoing reclamation activities, while also supporting the accounts payable function for Myra Falls Mine Ltd. This role oversees the completion of financial records, period-end close processes, trial balances, and management reporting, providing meaningful financial analysis and insights to support decision-making. In addition, the Accountant ensures supplier invoices are processed accurately, paid on time, and in compliance with company policies, procedures, and internal controls. Through effective financial administration and reporting, the role contributes to regulatory compliance, sound financial management, and the efficient operation of both reclamation and active business activities.

Key Accountabilities Accountant – Quebec Entities

- Updates SAP financial reporting systems for two (2) closed mine sites
- Prepare journal entries and reconcile general ledger accounts.
- Prepares period end trial balance and management reporting packs with assistance of local management
- Prepare supplier payment files and payment templates on BMO bank system
- Ensures

financial data is complete, accurate and compiled in a timely manner •Answers accounting and financial questions by researching and interpreting data with assistance of local management •Other duties as assigned by management.

Accounts Payable – Myra Falls Mine Financial Reporting & General Accounting

- Prepare monthly, quarterly, and annual financial statements, including profit and loss statements, balance sheets, cash flow statements, and supporting schedules.
- Reconcile bank accounts, monitor expenditures, and maintain accurate general ledger entries.
- Support month-end and year-end close processes through the preparation of accruals, reconciliations, and variance analyses.
- Ensure the accuracy, completeness, and integrity of financial records and accounting data.

Qualifications & Experience:

Requirements •BS in Accounting, Finance, or Business Administration •CPA/CMA certification or currently in pursuit of the CPA/CMA certification •Minimum three (3) to five (5) years of experience in finance or general accounting and full-cycle accounting •Proficiency in Microsoft Office applications •Communication and interpersonal skills •Self-organizational / multi-tasking •Systematic approach and ability to work accurately in a timely manner •Able to work independently •Consent to a pre-employment medical which includes drug & alcohol screening Preferred •Experience of SAP applications, Oracle or other ERP systems •Experience with Kofax Invoice Processing •Advanced Excel knowledge •Working knowledge of IFRS accounting •Experience in mining/natural resources industry
