



## **POSITION DESCRIPTION**

### **Accounts Payable Specialist**

Artemis Gold Inc., listed on the TSX Venture Exchange, is a well-financed, growth-oriented gold development company with strong financials aimed at creating shareholder value through the identification, acquisition and development of gold properties in mining friendly jurisdictions. Our current project is the recently acquired Blackwater Gold Project in central British Columbia approximately 160km southwest of Prince George and 450km northeast of Vancouver.

Working out of the Artemis Head Office in Vancouver, BC, this is an excellent opportunity for you to join an entrepreneurial organization with strong financials and depth of experience that is focused on technical excellence without the bureaucracy of larger firms. You will play an important role in maintaining sound vendor relationships and support the Company's treasury management practices. Blackwater is an advanced-stage mine development project which received its environmental assessment approvals in 2019 and is proceeding towards permitting, with the goal of commencing construction in 2022. The Company published a pre-feasibility study in August 2020 which reflects proven and probable reserves of 8Moz of gold at 0.78g/t, a low strip ratio of 2:1 and a net present value of C\$2.2B at a long-term gold price of US\$1,541.

The responsibilities of the AP Specialist are as follows:

- Timely and complete processing of vendor invoices
- Accurate coding of vendor invoices with reference to the budget/IFRS
- Evaluating whether expenditure has been budgeted
- Ensure appropriate level of approval of invoice is obtained based on whether the expenditure has been budgeted or not
- Scheduling of payment of invoices with reference to payment terms
- Prepare weekly cash flow forecast with reference to payment schedule
- Present approved invoices for payment approval in accordance with the Company's cash flow business processes
- Ensure AP ageing and reporting is accurate

Key Capabilities:

- 2 – 5 years experience in a similar role
- Very strong attention to detail
- Systematic and analytical
- Clear and concise communicator
- Thrives in a team environment
- Experience working with ERPs
- Strong MS Office Suite skills

Education:

- Degree or diploma in a relevant subject

**How to Apply:**

We ask that qualified candidates submit their resumes to [hr@artemisgoldinc.com](mailto:hr@artemisgoldinc.com). We are an equal opportunity employer committed to equal employment opportunity without discrimination or harassment on the basis of race, religion, national origin, status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, or any other basis protected by law. We strongly encourage applications from Indigenous People.

*We would like to thank all of those who apply; however only those selected for an interview will be notified.*