

F O R A N

Foran Mining Corporation (FOM-TSX.V), a modern mining company that wants to change what mining means to people, is seeking an enthusiastic **Payroll / Accounts Payable Clerk** to join their expanding team in Saskatoon.

The McIlvenna Bay Cu-Zn-Au-Ag deposit is one of the largest undeveloped VHMS deposits in Canada. Foran recently completed (2022) a feasibility study for the deposit and is undertaking advanced exploration activities this year. The McIlvenna Bay deposit's core commodities are critical for the global transition to green energy and Foran aims to extract these critical minerals in a sustainable manner by empowering local communities, contributing to circular economies and protecting the environment for future generations.

Foran is committed to building a skilled and diverse workforce as we move into our next phase of growth.

Payroll / Accounts Payable Clerk – Posting 2022-008

The payroll/accounts payable clerk will play a key roll in ensuring our employees, stakeholders and vendors are paid accurately and on time. This is a full-time permanent position based in our Saskatoon office and will be approximately 50% payroll and 50% accounts payable.

Payroll responsibilities:

- Review submitted time sheets for accuracy
- Assume a lead role in the semi-monthly employee payroll (Salary, shift, hourly)
- Review manual and system calculations and reconcile to the accrual (RRSP, vacation)
- Maintain all payroll records and assist with the implementation of a payroll system
- Manage employee communications on payroll-related questions and matters
- Act as liaison between the company and payroll provider
- Assist in preparing and submitting income tax, CPP, EI, records of employment, T4's and other tax documents in accordance with government legislation

Accounts Payable responsibilities:

- Responsible for the timely reviewing and processing of vendor invoices and expense reports
- Build and maintain relationships with our business managers and external vendors
- Assist with the implementation of a new ERP
- Apply problem solving skills to resolve any discrepancies in purchase orders, contracts, invoices and payments
- Assist with the month-end vendor accrual process

Job requirements:

- Minimum 2 years experience in payroll processing (Payroll Compliance Practitioner PCP considered an asset)
- Experience working with payroll processing software (ADP considered an asset)
- Knowledge of payroll and benefits regulations, legislation, RRSP contributions, and share options calculations
- Previous accounts payable experience, with experience working within an ERP (SAP considered an asset)
- Experience and familiarity Microsoft Office (Excel, Word, PowerPoint, Teams, and Outlook)

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- Good time management and communication skills.

A competitive compensation package is available for the successful candidate. Interested applicants can email their resume to careers@foranmining.com