



Quadra FNX Mining Ltd. produces, develops and explores for nickel, copper, cobalt, platinum, palladium and gold in Ontario's Sudbury basin. Our team-oriented environment offers the opportunity to be challenged, to contribute and to grow.

We are looking for a dynamic, highly motivated **Accounts Payable Clerk** to join our team at our Levack mine site. The Accounts Payable Clerk will report to the Financial Controller, Sudbury Operations and will be responsible for carrying out day-to-day departmental work and assignments. Attention to detail and excellent interpersonal skills are essential for this role.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Ensure three way match exists and invoices are accurately coded, entered and processed for payment.
2. Process weekly cheque runs.
3. Maintain communication with vendors to ensure issues are addressed and resolved.
4. Record and deposit cheques received.
5. Assist with various finance related projects and data entry.
6. Other duties as may be assigned from time to time.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Accounting diploma or one year of accounts payable or related accounting experience.
- Attention to detail, strong mathematical skills and an understanding of basic accounting principles.
- Good written and verbal communication skills.
- Ability to organize and prioritize work; deadline oriented.
- Intermediate level knowledge of Microsoft Office.

We offer a comprehensive compensation package. For further information about Quadra FNX Mining Ltd. and the position please visit our website at www.quadrafnx.com. If you are interested in joining our team, please e-mail your resume and a covering letter to careerssudbury@quadrafnx.com citing "Accounts Payable Clerk" in the subject line. Only candidates selected for an interview will be contacted.