

ACCOUNTING ASSISTANT

TYPE OF SEARCH

National

ABOUT US

Lundin Gold Inc., headquartered in Vancouver, Canada, is part of the Lundin Group of Companies, one of the most recognized, respected and powerful resource groups in today's global industry. The group comprises 13 publicly traded companies focused on the resource sector in more than 17 countries around the world.

Lundin Gold, through its Ecuadorian subsidiary Aurelian Ecuador S.A., owns the Fruta del Norte (FDN) Mine, located in southeast Ecuador, in the province of Zamora Chinchipe.

Fruta del Norte (FDN) is one of the largest and highest-grade gold deposits in the world which is now in production. The Company has an experienced team in mine operations dedicated to advancing FDN responsibly. In the fourth quarter of 2019, Lundin Gold produced the first gold and sent its first tones of concentrate and dore bars. In the first quarter of 2020, FDN reached the commercial production. The Company operates with transparency in accordance with international best practices and its fundamental principles: Working Safely, Environmental Stewardship and Respect.

THE ROLE

Provide administrative support to the accounting department, including entering invoices, prepayments, and service entry sheets (SAP), as well as assisting with other tasks as needed.

RESPONSIBILITIES

- Process and enter individual invoices and track vendor account statements.
- Sort invoices in appropriate folders.
- Perform vendor ledger reconciliations.
- Scan and copy multiple documents.
- Assist the Accounting team in various administrative tasks.
- Issue withholding tax certificates.
- Manage electronic invoices.
- Issue requisitions and receipts for exploration and financing activities.
- Emphasis on customer service with all internal and external stakeholders.

SKILLS AND EXPERIENCE

- University degree in Accounting, CPA or related careers.
- +2 years of experience working with accounts payable.
- Excellent handle of Excel and Outlook.
- Desirable experience with the SAP system.
- Knowledge of the purchasing process (Procure-to-Pay) and the triple verification process will be considered an advantage.