Job Title: Accounts Payable Officer

Requisition ID **5722** - Posted - **7000 New Gold - Rainy River** - **Rainy River Mine** - **Emo, Ontario**

Make an impact at Canada's premier mining company.

When you advance your career at New Gold, you are joining a Canadian-focused intermediate gold mining company engaged in the operation, development and exploration of mineral properties. Our mission is be a leading intermediate gold producer, driving responsible and profitable mining in a way that creates sustainable value for our employee, shareholders, the communities in which we live and work and our environment. New Gold would like to acknowledge the lands and resources of the Treaty 3 Territory and respect the traditional values of our First Nation partners. To learn more about New Gold, visit our website at www.newgold.com. To learn more about our culture and people practices, visit the Career page.

New Gold attracts and hires highly skilled individuals. By joining our team, you can look forward to:

- A stimulating values-based work environment
- A culture of collaboration and inclusion
- Inspiring colleagues and approachable leaders
- Career development opportunities
- A deeply rooted commitment to responsible mining, health and safety and community engagement
- A competitive total compensation program
- A comprehensive benefits package including a retirement savings plan

Rainy River Mine

Situated in beautiful northwestern Ontario, 65 km northwest of Fort Frances, the Rainy River Mine is an open pit, gold and silver producing, residential mine site.

The Rainy River Mine, located adjacent to the Ontario / Minnesota border is 65 Kilometers northwest of Fort Frances, Ontario and is situated half way between Winnipeg, Manitoba and Thunder Bay, Ontario The area is home to more than 130 species of birds and large populations of moose, black bear and deer. If you enjoy outdoor activities including hunting, fishing, winter sports and lake country then this is an area you will love to live and work in.

About The Role

Schedule: 5/2, 4/3
Position Reports To: Financial Services Supervisor
Position Overview
The role of the Accounts Payable Officer is to ensure the efficient operation of all accounts payable activities. Ensure all activities are carried out in conformance with New Gold's policies and procedures including cultural, safety and environmental.

Key Responsibilities

- Full cycle AP including PO management, accurate processing of the transactions, payments, and remittances while ensuring the appropriate expenditure approvals are received
- Enter invoices into the accounting system
- Validate the invoices and obtain adequate approvals prior to payment
- Reconcile vendor statements and correct discrepancies if needed
- Prioritize invoices payment relating to payment terms
- Respond to vendor inquiries
- Provide supporting documentation for audits

Qualifications

- High School Diploma
- Post-Secondary diploma or degree in the area of accounting or equivalent is preferred
- Accounts payable experience
- To be successful in this role you will have extensive accounts payable experience in an end to end role within a comparable large complex organization.
- Exposure to large ERP systems (SAP, Oracle, Ellipse)
- Strong supplier reconciliation skills
- Ability to work to tight deadlines and thrive under pressure
- Strong attention to detail
- Proactive in identifying issues and proposing solutions

- Ability to building strong relationships with internal and external business partners

Why New Gold?

- Highly competitive base salary, compensation programs and a quarterly incentive program
- Extended Health & Dental Benefit
- Short-term and long-term disability insurance benefit
- Defined match contribution to group registered retirement savings account

We thank all applicants for their interest but will only contact candidates selected to advance in the hiring process. New Gold does not accept resumes from employment placement agencies, head-hunters or recruitment suppliers that are not in a forma contractual arrangement with the Company. Any resume or other information received from a supplier not approved by New Gold will be considered unsolicited and will not be considered.

Inclusion, Equal Opportunity, Accessibility

New Gold is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status, Indigenous status or any other legally protected factors. Disability-related accommodations during the recruitment process are available upon request.

Additional Information

Visit our LinkedIn Career Page or follow us on LinkedIn.