

POSITION DESCRIPTION

Title: Payroll & Accounting Specialist

Date: July 2020

Great Panther Mining Limited (“Great Panther” or the “Company”) is a growing TSX and NYSE American listed gold and silver producer headquartered in Vancouver, Canada with operations and projects in Brazil, Peru and Mexico. The Company employs approximately 1,800 people globally.

The Payroll & Accounting Specialist will be based in Vancouver and will report directly to the Corporate Controller. Great Panther offers an attractive compensation package which includes salary, eligibility for bonuses, comprehensive health and other benefits.

Primary Responsibilities:

Accounts Payable:

- Process accounts payable including obtaining approvals, resolving issues with vendors.
- Prepare journal entries as needed and monthly reconciliations of various payable accounts
- File and maintain appropriate records and vendor data
- Process disbursements in the form of cheques and wire transfers/EFTs
- Process expense reports on a timely basis including review of coding

Payroll:

- Process semi-monthly payroll using ADP Power Pay and Ceridian AtWork
- Process time sheets and department allocations
- Prepare monthly reporting and remittance and year-end tax slips (e.g. T4s & T4As)
- Maintain accurate payroll records and employee files
- Prepare reconciliation of payroll accounts, including withholding taxes
- Set up new employees, and fulfill payroll requirements upon termination
- Prepare payroll-related journal entries.
- Provide high level of customer service to both external vendors and Company employees
- Answer employee questions regarding payroll matters in a timely matter

Other:

- Prepare journal entries for bank account transactions and perform bank reconciliations
- Co-ordinate with treasury to execute cash calls to the Company’s various subsidiaries
- Assist Corporate Controller in running reports in Solium and preparing monthly/quarterly journal entries related to stock -based compensation and other related entries.
- Assist Corporate Controller in other ad-hoc projects.

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Administrative:

- Provide administrative support to finance team, internal employees and office as required
- File GST and EHT returns and remittances to government and perform related reconciliations
- Assist Corporate office to follow up with administrative issues with Brazil, Mexico and Peru offices

Key Skills and Experience:

- Minimum of 5 years' experience working in a payroll or accounting environment
- Diploma in accounting or finance
- Enrollment in a recognized accounting program is an asset
- Excellent organizational and time management skills with an ability to prioritize and manage tasks and ensure all deadlines are met
- Experience with SAP is preferred asset
- Ability to deal professionally, courteously, and confidentially with staff and external organizations
- Understanding of full cycle accounting
- Ability to work both independently and in a team-oriented environment
- Accuracy and attention to detail
- Ability to communicate clearly
- Proficiency with Microsoft Excel and Word; knowledge of SAP is an asset
- Though not required, ability to communicate in Spanish is an asset.

Great Panther provides equal opportunities for all applicants and is committed to fostering an inclusive, accessible environment, where all employees feel valued, respected and supported throughout the recruitment and employment process. If you require accommodation, we will work with you to meet your needs.

Interested candidates should email their resume and cover letter to careers@greatpanther.com with Payroll Specialist in the subject line. We thank all applicants for their interest in Great Panther, however only those selected for an interview will be contacted.