



Wallbridge Mining is a Canadian company conducting advanced exploration work at the Fénélon project located approximately 215 km north of Amos. Wallbridge works continually advance Fenelon towards a resource and economic study with the goal of eventual development of the project. Do you want to join a growing team, eager to do things right and this in an exceptional environment, our organization presents competitive opportunities for you.

The junior accountant will report to the Senior Manager of Finance with dotted line to Project Manager, VP of Finance, Other VPs.

Junior Accountant

Fénélon Project

Job Details

- Spearhead purchasing process improvements for Fenelon Project
- Prepare purchase orders and perform reconciliations against invoices received.
- Work closely with Project Controls to monitor and track costs on Fenelon Project
- Ensure proper accounting coding on purchase orders and invoices.
- Maintain purchase order tracking sheets to assist with tracking and budgeting processes
- Report weekly on budget, actual, forecast for active projects, development contracts, exploration drilling and other activities
- Comply with all company policies and procedures
- Other related duties as determined necessary from time to time.

Qualifications

- University degree or College Diploma in Business/Accounting from a recognized institution.
- 1 – 3 years of experience in an accounting-related position.
- Strong written and verbal communication skills preferably in both French and English.
- Computer literacy including experience with Microsoft Office, experience with Ceridian considered an asset.