



## Hycroft Resources & Development, LLC.

### Accounts Payable Clerk

Hycroft Mining Holding Corporation is a US-based gold and silver mining company, which operates its wholly owned Hycroft open pit, gold, and silver mine located an hour southwest of Winnemucca, Nevada.

#### **Job Description**

As an Accounts Payable Clerk, you will be an essential part of the accounting team. You will work collaboratively across the organization, building positive working relationships with all pillars and teams. This role reports to the Accounting Manager.

#### **Responsibilities**

- Check the post office box daily and route mail.
- Monitor both accounts payable and corporate accounts payable emails.
- Must be able to log into various websites to download invoices and make payments, once processed and approved.
- Process invoices (including all expense reports) through Pronto AIR (with a PO or as a NOI invoice).
- Work with departments for any quantity or price mismatch.
- Work with department managers for invoicing issues (coding, approvals, etc.).
- Work closely with Corporate to get approvals and coding to enter their invoices into Pronto.
- Complete check runs for both Site and Corporate. This includes all Pronto reports, approvals, banking uploads, wires, attaching approvals and documents to all batches and getting signatures for manual checks that need to be mailed.
- Work with vendors to ensure our accounts are in good standing, and that we are paying the correct amounts.
- Monitor invoices for appropriate sales taxes that may not have been collected by the vendor. File the invoices for the Accounting Manager to use for Use Tax filing.
- Must have a high level of confidentiality and protect the company's information.
- Participate in education opportunities to update or renew job knowledge and skills.

#### **Requirements**

- Attention to detail.
- Thoroughness.
- Organization.
- Analyzing information.
- Accounting.
- Vendor relationships.
- PC proficiency.
- Data entry skills.

- General math skills.
- Associate's degree in accounting, finance or related field required.
- Previous accounts payable experience required.
- Previous Pronto software experience a plus.
- Professionalism, discretion, ability to be flexible and respond to multiple demands and priorities in a company with rapid growth potential.
- Requires valid driver's license.

### **Safety, Environmental, Compliance**

- Adheres to all safety and environmental disciplines.
- Have a strong commitment to safe working practices.
- Is alert and observes, corrects, and reports unsafe conditions.
- Wear personal protective equipment as required, if on the mine site.
- Follows operating procedures and comply with all regulatory requirements.

**Accessibility: If you need accommodation as part of the employment process please contact**

**Human Resources at**

**Phone: 775-333-0506**

**Email: [hr@hycroftmining.com](mailto:hr@hycroftmining.com)**