



## Accounting Technician

DeLamar Mining Company (DMC) a wholly owned subsidiary of Integra Resources Corp. is currently seeking an Accounting Technician with two or more years of accounts payable experience to join our team. We are a development-stage mining company focused on the exploration and de-risking of the past producing DeLamar Gold-Silver Project in Owyhee County, Idaho. This position will be located in Boise and will have required travel to our site operations. The primary function of this position is to ensure all company expenditures are recorded and processed correctly in a timely manner. This is a great opportunity for a motivated, energetic individual who wants to challenge their abilities in a dynamic work environment with opportunities for growth.

### Position Summary:

This role will assist the Site Controller in ensuring that all invoices are properly recorded and supporting all accounts payable functions, as well as performing additional duties as needed within the Accounting Department.

### Responsibilities:

- Full cycle accounts payable to include data entry of invoices, reviewing invoices for appropriate approvals, checking for accuracy and proper G/L classification
- Timely research and resolution of any issues or discrepancies relating to invoices and expense reimbursements
- Create electronic purchase orders and match corresponding invoices
- Vendor creation including payment type verification
- Process the AP weekly check run including printing checks, obtaining signatures and mailing checks
- Communicate with vendors regarding status of their account, either written or verbal
- Timely response to vendors, customers, coworkers calls and emails
- Review vendor statements and reconcile monthly between accounting system and vendor
- Assist with monthly close processes
- Complete understanding of company chart of accounts and appropriate use of accounts
- Be a resource for the managers and employees, as questions arise regarding the accounts payables system
- Maintain Fixed Asset ledgers and depreciation schedules
- Monthly bank reconciliations
- Assist with payroll
- Any other duties as assigned by manager, which may include: –financial audit support, annual tax prep and filing assistance
- Wear required protective/safety equipment including safety toed shoes or boots, safety glasses, and hard hat. Wear hearing protection, respirator, rubber gloves and other PPE when required.
- Help other departments as needed with a variety of office related tasks.

### Knowledge and Experience:

- Business or Accounting degree preferred
- 2+ Years of Full cycle AP experience
- Ability to multitask
- Ability to meet deadlines
- Strong analytical skills, organizational and problem-solving skills
- Detail-oriented with the ability to work in fast paced, often stressful environment
- Open to change and willing to learn new skills
- Ability to work diligently with attention to details under minimal supervision
- Excellent interpersonal, listening, and verbal communication skills
- Computer skills - Microsoft Office (Word, Excel, Outlook)
- Ability to follow up on pending issues
- Proficiency with SAGE 300 preferred
- Salary range DOE

**What We Offer:**

- A comprehensive compensation package including insurance (health, dental, vision), 401K program (non-matching), annual bonus and paid time off.
- Making a lasting positive impact at the DeLamar site.
- Working in a dynamic, collaborative, motivated, and high-performing team.
- An opportunity to be engaged from early design through production of greenfield project.
- Opportunities to grow and learn with industry colleagues.

**Other:**

- The candidate must be willing to travel to the Company's project located nearby Jordan Valley, Oregon at least 1 or 2 days per week.
- Local candidates will be preferred.

Candidates must be legally entitled to work in the United States.

Resume should be sent to: [HR@integradelamar.com](mailto:HR@integradelamar.com). Please note, that due to the number of applications we receive, only those selected for an interview will be contacted.