



Accounts Payable Bookkeeper

Otso Gold Corp is a TSX-V listed company based in Canada (TSXV:OTSO). Otso Gold Corp's flagship project is the Otso Gold Mine, a 2 million tonne per annum gold processing facility and large openpit operation located in Finland. The Company is fully funded and focused on progressing the Otso Gold Mine to production in 2021.

We are now looking for

ACCOUNTS PAYABLE BOOKKEEPER

to join Otso Gold Oy's team in Mattilanperä Raahe. This is a permanent position and the job will start as soon as suitable candidate is found.

You will be working onsite in Raahe Gold Mine as part of Otso Gold Oy's financial team. Your responsibilities will be

- Ensure the daily accounts payable, cash management, vendor reconciliation and expense management activities are performed to meet requirements and deadlines
- Ensure that internal and external audit controls are maintained and monitored and assist with the compliance of all internal and external audit requirements
- Perform bank account administration and maintenance
- Oversee bank transactions and manage payment runs
- Coordinate payment of urgent invoices. Build, check and approve payment runs
- Ensure Accounts Payable outcomes and metrics achieve required targets, and suggest process improvements as part of ongoing continuous improvement initiatives
- Manage priorities and respond to internal and external customer queries, including systems and process queries
- Work cooperatively with and across departments to ensure individual and group performance goals/objectives are met
- Provide recommendations for improving Accounts Payable processes and systems, and implementing them with support across procurement

We are looking for someone, who has at least 2 years of relevant work experience and is familiar With Accounts Payable processes and governance requirements. We also wish that You have knowledge of general accounting principles and understanding of broader purchase to pay processes.



Other requirements include:

- Demonstrated ability to meet deadlines, determine priorities and organise work to meet objectives and deal with issues
- Attention to detail and ability to multi-task
- Computer proficiency with Microsoft Office Suite products including Outlook and Word and a high degree of excel proficiency - lookups, pivot tables, etc.
- Good Finnish and English language skills
- Excellent verbal, written and presentation communication skills
- Strong interpersonal skills and ability to work both autonomously and as part of a close-knit team.
- The ability to remain calm under pressure with a strong work ethic

We appreciate, if You have previous experience in mining or heavy industry, but this is not mandatory. Knowledge and experience of Pronto or other ERP system is an advantage.

What we have to offer You is interesting and versatile job in an international environment as well as competitive salary. You have the opportunity to work with strong professionals in growing company and be a part of Otso-family.

If this sounds like a good opportunity for You, please send Your CV and application to h.vesik@brunel.net on June 10th the latest. For more information call Helen Vesik +358 40 167 8094.
