

**QUEBEC LITHIUM INC.**

**JOB DESCRIPTION**

---

**Position:** Accounts Payable Clerk  
**Reports to:** Supervisor – Accounts Payable

**PURPOSE AND SCOPE OF THE POSITION**

The Accounts Payable Clerk is a well-motivated individual with good organizational skills, computer literacy and the ability to work well under pressure. The primary function of this position is to process all accounts payable and provide support to the Finance Department.

The Accounts Payable Clerk requires a variety of skills including attention to details, good mathematical skills and basic understanding of accounting and purchasing policies and procedures. As the role provides accounting support to the Finance Department, flexibility and time management skills are essential for this position. Good interpersonal skills are required to deal with all staff and external contracts in a courteous and professional manner.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Ensure three way match exists and invoices are accurately coded, entered and processed for payment.
2. Reconcile vendor statements.
3. Process weekly cheque runs.
4. Maintain communication with vendors to ensure issues are addressed and resolved.
5. Record and deposit cheques received.
6. Assist with bank reconciliations.
7. Assist with various finance related projects and data entry.
8. Take responsibility for aspects of occupational health and safety, and environmental matters, over which the individual has control, including adherence to all requirements applicable to the Company.
9. Other duties as may be assigned from time to time.

**QUALIFICATIONS, SKILLS AND KNOWLEDGE**

- 2 years of accounts payable experience in a high volume, fast paces accounts payable capacity.
- Attention to detail, strong mathematical skills and an understanding of basic accounting principles.
- Good written and verbal communication skills to develop and maintain good working relationships.
- Ability to organize and prioritize work; deadline oriented.
- Excellent working knowledge of Microsoft Office Suite with emphasis on Excel.
- Post-secondary education in accounting is an asset.
- Experience with Pronto accounting software is an asset.