

**Payroll Clerk
Competition # MG0017****Closing Date:
Wednesday, October 20th, 2021**

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. The Project is currently undergoing an environmental assessment with a view to construction commencing in early 2022 and first gold production in 2023. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province.

Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at www.marathon-gold.com

Marathon is currently inviting applications for a Payroll Clerk to join our growing team as the company transitions to mine construction and ultimately mine operations.

Job Description

Reporting to the Finance Manager the Payroll Clerk is responsible for the preparation and distribution of accurate and timely payroll information with primary duties in administrative support and maintaining employee files.

This position works Monday to Friday from the Grand Falls-Windsor office.

Accountabilities/Responsibilities:

- Process payroll including entering, reviewing, validating time and reviewing payroll registers.
- Act as a liaison with the Finance team for all General Ledger reporting, ensuring payroll documentation is accurate and available
- Calculate and complete journal entries, and monthly accruals.
- Support special programs and projects including government reporting, audits and employee programs.

- Maintain primary employee data within the HRIS including creating new records, administering/inputting pay changes, terminating employee/profiles.
- Perform payroll reconciliation.
- Perform month and year end processes including T4 issuance and account reconciliations.
- Field employee questions related to payroll, time and benefits administration.
- Perform other duties as assigned.

Education and Experience

- Payroll Compliance Practitioner (PCP) designation is required.
- 3+ years payroll experience.
- Experience in an organization with 400+ employees is considered an asset.
- Experience using ADP.
- Experience in a remote work setting is considered an asset.
- Experience in a Mining or similar industrial setting is considered an asset.

Skills and Knowledge:

- Ability to communicate effectively at all levels.
- Attention to detail in all aspects of responsibilities.
- Flexibility and ability to work in a team environment.
- Initiative and work independently while supporting team members.
- Highly skilled in administrative computer applications such as Microsoft office suite (Outlook, Word, Excel, Powerpoint), Oracle, Ellipse, Peoplesoft.
- Knowledge and experience with general accounting principles including reconciliation of GL accounts.
- Exceptional proficiency with MS Office software, particularly Excel.
- Knowledge of Canadian payroll practices and legislation.
- A valid driver’s license and drivers abstract required.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees.

Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to submit their application via email to careers@marathon-gold.com referencing competition # MG0017.

Deadline to apply: Wednesday, October 20th, 2021