

Pan American Silver was created with the intention to provide investors with the best vehicle to gain exposure to higher silver prices. Our vision is to be the world's pre-eminent silver producer, with a reputation for excellence in discovery, engineering, and sustainable development. Pan American Silver has several underground and open pit operations in Canada, Mexico, Guatemala, Peru, Chile, Brazil, Bolivia, and Argentina.

Pan American Silver is committed to advancing diversity and developing inclusive leadership teams that are representative of the communities we serve. The Company provides equal opportunities to all persons regardless of age, color, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression or any other characteristic protected by federal, provincial, or local law.

ACCOUNTS PAYABLE CLERK

We are seeking an Accounts Payable Clerk to join our corporate Accounting and Financial Reporting team. The Accounts Payable Clerk will be responsible for managing the full cycle of Accounts Payable ("AP") and Accounts Receivable. This includes invoice processing, wire transfers, electronic funds transfers ("EFTs"), cheque printing, credit card reconciliation, timesheet collection and intercompany billing. This position is an in-office role based in Vancouver and will report to the Accounts Payable Supervisor.

Major Responsibilities:

- Manage automated Beanworks invoice system to review coding and sync daily invoices.
- Prepare daily wires, and weekly EFTs and cheque runs.
- Prepare monthly bank and credit card reconciliations.
- Prepare intercompany billing invoices monthly.
- Manage corporate credit cards, including setup and card holder inquiries.
- Manage Certify expense report system.
- Respond to internal and external audit requests.
- Utilize Oracle Enterprise Resource Planning and JDE ("ERP") software.

Qualifications:

- Undergraduate degree in Accounting/Finance or equivalent.
- Minimum 3 years of practical experience.
- Knowledge of advanced Microsoft Excel functions and experience with ERP system AP modules.
- Excellent analytical and reconciliation abilities.
- Ability to communicate effectively.
- Excellent organizational and problem-solving skills, with ability to manage and prioritize competing demands.
- Experience working effectively in a team-oriented, collaborative environment.
- Strong work ethic combined with the desire to have fun.



PAN AMERICAN
— SILVER —

Other Beneficial Skills (not explicitly required):

- Oracle and JDE ERP reporting experience.

Salary Range:

- \$50,000-\$55,000, plus competitive benefits package.

Job Type:

- Full-time, Permanent.

Interested candidates please apply in confidence to hr@panamericansilver.com.

We thank all applicants for showing an interest. Only candidates under consideration will be contacted.