

### About the job:

PMET Resources Inc. is a pegmatite critical mineral exploration and development company focused on advancing its district-scale 100%-owned Shaakichiuwaanaan Project located in the Eeyou Istchee James Bay region of Quebec, Canada. The Shaakichiuwaanaan Project hosts the largest lithium pegmatite Mineral Reserve in the Americas and is one of the top 10 largest resources globally as well as hosting a significant tantalum component. The site also hosts the largest pollucite-hosted caesium pegmatite mineral resource in the world. The Shaakichiuwaanaan Project is well positioned to become a North American critical mineral powerhouse.

This position is based in Chisasibi, Quebec with the possibility of hybrid telecommuting. Reporting to the Accounts Payable Coordinator, the candidate will support accounting operations by processing transactions, maintaining financial records, and ensuring accuracy in financial reporting

### Primary Responsibilities:

- Process invoices, payments, and expenses in accordance with company policies.
- Reconcile vendor statements to ensure accuracy and completeness.
- Maintain and reconcile accounts payable.
- Assist in the preparation of financial reports and statements.
- Perform bank reconciliations and monitor financial transactions.
- Maintain accurate and organized financial records.
- Assist with payroll processing and employee expense reimbursement.
- Support the finance team with audits and year end closing activities.
- Ensure compliance with accounting regulations and company procedures.
- Assist with other administrative and accounting tasks as required.

### Education and Qualifications :

- Diploma or certificate in Accounting, Finance, Business Administration, or relevant equivalent experience.
- Minimum of 2–3 years of experience in an accounting or bookkeeping role.
- Proficiency in accounting software such as QuickBooks, Sage, and Microsoft Excel.
- Strong attention to detail and accuracy, ensuring the reliability of financial records and data entry.
- Analytical and problem-solving skills, with the ability to identify and resolve financial discrepancies.
- High standards of integrity and confidentiality when handling sensitive financial information.
- Effective time management, able to prioritize tasks and meet deadlines.
- Adaptability, capable of working independently and collaboratively in a fast-paced environment.
- Team-oriented approach, collaborating with colleagues and departments to support smooth financial operations.
- Customer service orientation, responding professionally to internal and external financial inquiries.



- Strong communication skills (written and verbal).
- Commitment to continuous learning, staying current with accounting standards and software tools.

### **Working Conditions :**

- Office-based position in Chisasibi.
- Occasional visits to the Shaakichiuwaanaan site.
- Monday to Friday.
- Remote communication with the team based in Montréal.