



## About Marathon Gold

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 construction and expects first gold production in the first quarter of 2025. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Marathon is a publicly traded 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](http://www.marathon-gold.com)

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

## Payroll Clerk

Reporting to the Senior Accountant 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 Required:

- Business Diploma is required and payroll designation (or willingness to complete)
- 3+ years payroll experience.
- Experience with general accounting principles including reconciliation of GL accounts.

### Preferred:

- Experience with ADP.

- Experience in an organization with 500+ employees.
- Experience in a Mining or similar industrial setting.

**Skills and Knowledge:**

- Knowledge of Canadian payroll practices and legislation.
- Knowledge and experience with general accounting principles including reconciliation of GL accounts.
- Attention to detail in all aspects of responsibilities.
- Ability to communicate effectively at all levels and exhibit a professional attitude.
- 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.
- Exceptional proficiency with MS Office software, particularly Excel.
- 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 apply.

Deadline to apply: **September 18, 2023**