

**About Us:** i-80 Gold Corp is a well-financed gold producer and developer holding an impressive portfolio of advanced-stage gold projects in the State of Nevada. The Company's primary goal is to build a self-sustaining, multi-asset, mining company with a peer-best growth platform by employing a methodical, capital disciplined and staged approach to minimize risk while also assessing and monitoring for accretive growth opportunities. For more information about i-80 Gold please visit our website: [www.i80gold.com](http://www.i80gold.com).

#### **Who are we?**

- We are genuine, engaged, and dedicated to achieving goals in a safe, strategic, and sustainable manner.
- We overcome obstacles, follow-through on our commitments, take pride in our work, and live our culture.
- We are professionals who believe in growth, inclusion, and diversity.
- We promote teamwork and open communications to inspire all stakeholders.

#### **Position: Senior Payroll Coordinator and HR Administrator**

i-80 Gold Corp is seeking a candidate to fill the position of Senior Payroll Coordinator and HR Administrator at our Reno, Nevada headquarters. The role is to oversee the payroll function and process Company-wide payrolls through our payroll provider's cloud-based software to ensure all employees are paid timely, accurately and in compliance with government wage and hour regulations. This role will also provide support delivering day-to-day human resources services including HR document management, benefit administration and recruitment efforts.

**Location:** 5190 Neil Road, Suite 360, Reno, NV or Lone Tree Mine Site Interstate 80, Exit 212 (with occasional travel to site locations)

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#### **HR Responsibilities:**

- Assists in the administration of employee benefit and compensation programs and other HR company initiatives as required
- Provide resolutions to employee relation issues (e.g. employee complaints and harassment allegations) and other employee concerns
- Assist in the execution of talent management processes including recruiting, staffing and onboarding
- Assist in preparing offers of employment and other employment related correspondence
- Assist with maintaining employee records
- Assist with document management of employee files
- Track and monitor vacation requests

#### **Payroll Responsibilities:**

- Ensure all safety procedures and regulatory guidelines are always followed
- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, hourly wages, benefits, garnishments, taxes, and other deductions
- Processes hourly timecard information including wage rates, time worked, overtime, paid time off including vacations, holidays, and other employee attendance information
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Prepares and maintains accurate employee records and reports of payroll transactions
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Facilitates workers compensation and other payroll-related audits by providing records and documentation to auditors
- Identifies and recommends updates to payroll accounting software, systems, and procedures

- Documents payroll processing activities and workflow for training and backup support purposes
- Conducts training as required on payroll policies and procedures
- Prepares bi-weekly payroll journal entries, payroll and benefit-related account reconciliations and supporting workpapers to payroll reports and bank statements
- Responds quickly and accurately to calls emails and requests from employees
- Assists employees with payroll system access, questions, and troubleshooting
- Ability to identify and develop payroll process improvement initiatives to streamline payroll-related activities
- Performs ad-hoc analysis and other duties and projects as assigned

**Qualifications:**

- Education and experience: minimum 5 years full-cycle payroll-related experience working in a mid-size organization of 50+ employees
- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes.
- Attention to detail and ability to perform a thorough self-review of work product
- Intermediate computer skills, utilizing Microsoft Office Suite, including Excel, Word, PowerPoint and Adobe Acrobat
- Proficient with payroll software, prefer prior experience utilizing Ceridian
- Strong organizational skills, and the ability to prioritize assignments and responsibilities
- Ability to give and take direction
- Ability to collaborate with decision makers in a professional manner and maintain confidential information
- Superior interpersonal skills and the ability to interface with a variety of personalities, with professionalism
- Proven record of providing excellent internal and external customer service
- Excellent analytical and problem-solving skills
- Ability to effectively present information and respond to questions from internal and external personnel
- Detail oriented, able to handle multiple projects simultaneously
- Must be able to thrive in a fast-paced environment, be able to multi-task, and meet deadlines
- Positive can-do attitude
- Self-starter, able to work autonomously with minimal supervision and a high degree of accuracy
- Excellent organizational skills and attention to detail.

**How to Apply:**

Interested applicants may apply in confidence by emailing your resume and application to [careers@i80gold.com](mailto:careers@i80gold.com). **Please reference the job position in the subject line and submit your resume in PDF format.** The application can be found in the careers section of our website.

We thank you for your interest. Only those selected for an interview will be contacted.