

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.

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: Accounts Payable Coordinator

The **AP Coordinator** position performs various accounting and clerical functions to support i-80 Gold's finance department. This position will be responsible for purchase requisitions, purchase order issuance, invoice processing and payment issuance for the Company. This position will report to the Corporate Accountant.

Location: 5190 Neil Road Suite 110 Reno, NV 89502

AP Responsibilities:

- Receiving and entering invoices in a timely manner;
- Matching invoices to purchase orders;
- Corresponding with vendors and responding to inquiries accordingly;
- Reconciling vendor and subcontractor accounts;
- Establishing new vendors in the ERP system;
- Prepare weekly cheque runs;
- Assisting in month end closing reports; and
- Other duties and special projects as required.

Administrative Responsibilities:

- Answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, and presentations;
- Welcome visitors, schedule and organize meetings, sort and distribute mail; and
- Purchase office supplies, equipment, and furniture.

Requirements:

- Three (3) or more years of accounting or office management experience or related field;
- Advanced math, writing, verbal, listening, emailing and texting skills;
- Proficiency with Excel, Microsoft Word, and Outlook; working knowledge of PowerPoint;
- Ability to work in a fast-paced environment while staying organized;
- Possess a very high attention to detail and ability to manage multiple projects and tasks; and
- Ability to establish and maintain strong, effective working relationships.

Qualifications/Licensing:

- High School Diploma
- Possession of a valid driver's license with good driving history

Physical Requirements:

This position requires prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds.

How to Apply:

Please refer to the Careers page on our website for instructions on how to apply. We thank you for your interest. Only those selected for an interview will be contacted.