

About Us: i-80 Gold Corp. is a Nevada-focused, mining company with a goal of achieving mid-tier gold producer status through the development of four new open pit and underground mining operations that will ultimately process ore at the Company's central Lone Tree complex that includes an Autoclave. The Company's primary goal is to build a self-sustaining, mid-tier, 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.

Position: Accounts Payable Clerk

i-80 Gold Corp is seeking a candidate to fill the position of Accounts Payable Clerk at our Reno, Nevada headquarters. The Accounts Payable Clerk will perform various accounting and clerical functions to support i-80 Gold's finance department. This position will be responsible for invoice processing and payment issuance for the Company. i-80 Gold utilizes multi-currency and owns seven subsidiaries. This position will report to the Corporate Accountant.

Location: 5190 Neil Road, Suite 460, Reno, NV

Responsibilities:

- Receiving, verifying, processing, and reconciling high volume vendor invoices for multiple subsidiaries.
- Match invoices to purchase orders and receiving documents (2-way and 3-way matching).
- Review invoices for correct pricing, quantities, sales tax, freight, and contract terms.
- Resolve invoice discrepancies in coordination with procurement, operations, and project teams.
- Prepare and process weekly payment runs (ACH, wire, check).
- Reconciling monthly vendor statements and related transactions.
- Corresponding with vendors and responding to inquiries regarding payment accordingly.
- Assisting with month end closing reports related to accounts payable; and
- Other duties and special projects as required.

Qualifications:

- High School Diploma
- Possession of a valid driver's license with good driving history
- Three (3) or more years of accounting or Accounts Payable 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
- Ability to establish and maintain strong, effective working relationships.

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.