



NTH CYCLE

Accounts Payable Specialist

WHO WE ARE.

The demand for critical minerals to power the energy transition is growing exponentially. Yet, we know mining deeper and broader, and building landfills higher and wider, works against our fight to save the planet. At Nth Cycle, we see the path forward. We believe all the critical minerals needed for the energy transition are already in circulation today. We just didn't have a clean, profitable way of retrieving them, until now.

Nth Cycle is a metal processing technology company. Our electro-extraction technology helps recyclers and miners capture more critical minerals—for use in lithium-ion battery manufacturing, among other things—while dramatically reducing costs and emissions. We are the heart of metals processing; we are the crucial step that profitably separates critical minerals from other elements, transforming them into production-grade feedstocks for the energy transition.

OUR CULTURE.

You won't find another team like ours. We believe in open, honest communication, and enjoying our work while changing the world. We work quickly but with intention—we've scaled our technology in size 100x in the past year. We're mission-oriented and think big—we're focused on reducing *gigatons* CO2 emissions from the atmosphere by 2050. And we value the perspectives and opinions of our colleagues while pushing each other to excel.

We're a dynamic team looking for a new team member who's also passionate about addressing climate change and advancing the clean energy industry. Consistent with our commitment to diversity & inclusion, we value colleagues with the ability to work on diverse teams and with a diverse range of people.

If this is you, keep reading....

WHAT WE NEED.

Nth Cycle is seeking an Accounts Payable Specialist who will be responsible for verifying and processing all invoices. This role will report directly to the Accounting Operations Manager and be a key member of the Finance Team.

WHAT YOU WILL DO.

Responsibilities:

- Process and verify invoices, ensuring accuracy and adherence to company policies.
- Match purchase orders with invoices and reconcile discrepancies.
- Assist with setting up payments and wire transfers.
- Assist in month-end closing activities, including accruals and journal entries related to accounts payable.



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- Respond to vendor inquiries and resolve payment-related issues promptly and professionally.
- Collaborate with internal departments to obtain necessary approvals and documentation for invoice processing.
- Maintain accurate and organized records of invoices, payments, and related documentation.
- Assist in the development and implementation of accounts payable policies and procedures.

QUALIFICATIONS:

Bachelor's degree in accounting, Finance, or related field.

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- Proven experience as an Accounts Payable Specialist or similar role
- Strong understanding of accounting principles and practices
- Experience using ERP systems.
- Able to provide help where needed and motivated to grow in the company.
- Proficiency in using accounting software and MS Office, especially Excel.
- Excellent attention to detail and accuracy in data entry
- Strong analytical and problem-solving skills
- Ability to meet deadlines and work well under pressure.
- Effective communication and interpersonal skills

CLOSING STATEMENT.

Consistent with our commitment to diversity & inclusion, we value people with the ability to work on diverse teams and with a diverse range of people. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people, veterans, and people with disabilities.

Send your resume to careers@nthcycle.com

- Or -

Contact: Pat Perillo, Human Resources, Nth Cycle

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