# In-House Bookkeeper

**Revelstoke, BC**
**Part-Time (with potential for full-time), Permanent Employment**

## About Dynamic Avalanche Consulting:

Dynamic Avalanche Consulting is a leading provider of avalanche risk management services around the globe. Our work includes operational avalanche risk management and control, training, and engineering consulting services. We bring technical expertise, sound judgment, and practical solutions to help clients manage risk in complex mountain environments.

Behind that work is a small, dedicated team where everyone's contribution matters—including the people keeping our business organized and running smoothly. We value professionalism, integrity, and collaboration, alongside an approachable workplace where colleagues enjoy working together, celebrate successes, and support one another through challenges.

We welcome new ideas, support professional growth, and provide opportunities for people to help shape how we work. Our culture values flexibility and respects life outside of work while maintaining a shared commitment to quality and dependable service.

## About the Role:

We are seeking an in-house bookkeeper who wants to build their career and grow with Dynamic. As our sole bookkeeper, you will independently manage full-cycle bookkeeping, report to the Business Manager, and work with management and our external accountant.

This permanent, year-round position initially averages approximately 20 hours per week. The first week of each month may require up to full-time hours to complete project-based invoices. Hours during the remainder of the month are lower and more flexible, provided semi-monthly payroll is processed on time and other bookkeeping deadlines are met.

We are looking for someone with a growth mindset: curious, proactive, and motivated to learn, improve processes, and take on greater responsibility. Once bookkeeping is running smoothly, the role has potential to expand into broader administration and business support responsibilities, based on your strengths and interests, with potential for full-time work. Bookkeeping will remain the core responsibility.

## Key Responsibilities:

- Manage full-cycle bookkeeping in QuickBooks Online, including accounts payable and receivable.
- Complete monthly project invoicing using client-specific rates and billing requirements.
- Ensure accurate, on-time semi-monthly payroll through Wagepoint, including benefits, allowances, and remittances.
- Reconcile bank accounts and credit cards; maintain accurate financial records.

- Prepare financial reports and required GST/PST remittances.
- Prepare year-end working papers and liaise with the external accountant; tax return preparation is handled externally.

## Required Qualifications and Experience:

- Minimum of 2 years of bookkeeping experience and the ability to independently manage full-cycle bookkeeping and payroll.
- Accounting or bookkeeping education, or equivalent training and experience.
- Sound knowledge of accounting principles, payroll, and tax remittances.
- Proficiency with QuickBooks Online or comparable software and strong Excel skills.
- Excellent attention to detail, problem-solving skills, and discretion with confidential information.
- Ability to organize work independently, meet recurring deadlines, and accommodate the monthly workload described above.
- A growth mindset and a clear interest in developing your career through learning, process improvement, and broader responsibilities.

## Preferred Qualifications and Experience:

- Experience with Wagepoint and Dext.
- Project-based bookkeeping, invoicing, and cost tracking.
- Experience improving bookkeeping processes, spreadsheets, or office systems.
- Experience supporting administrative functions and project coordination.

## Compensation and Benefits:

- Hourly wage of $30 to $38, depending on qualifications and experience.
- Health & Wellness benefits and Group RRSP matching program.
- Vacation pay starting at 4%, increasing with length of service.
- Flexible schedule around payroll, invoicing, and other required deadlines.
- Downtown office is near trails and cafés, with no dress code and great in-office coffee.
- Support for career development within a small, dedicated team of office staff and avalanche professionals.

## How to Apply

If this opportunity interests you, we encourage you to apply even if your experience doesn't align with every qualification listed. If you have a solid bookkeeping foundation and a desire to learn and grow, we'd love to hear from you. In your application, tell us about your skills and interests, including strengths beyond bookkeeping that could contribute to our team as your role develops.

Please submit your resume and a brief cover letter, along with any inquiries, to:
**info@dynamicavalanche.com**

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