

August 10, 2026

Compensation: \$27.00 per hour

Hours: 8 hours per week

Position Type: Contract

About Tourism Valemount

Tourism Valemount Society is the official destination marketing and management organization for Valemount, British Columbia. We are dedicated to promoting Valemount as a year-round destination while supporting sustainable tourism development, community engagement, and visitor services.

Position Summary

Tourism Valemount is seeking a detail-oriented and highly organized Part-Time Bookkeeper to support the Executive Director with bookkeeping, payroll administration, financial reporting, and day-to-day office operations. This position plays a key role in maintaining accurate financial records, ensuring regulatory compliance, and supporting organizational accountability.

Key Responsibilities

Accounting & Bookkeeping

- Manage accounts receivable, accounts payable, and payroll processing.
- Prepare and issue invoices and process vendor payments.
- Reconcile bank accounts, credit card statements, and monthly vendor statements.
- Maintain accurate journal entries in Sage Accounting and MRDT tracking spreadsheets.
- Assist with month-end procedures and preparation of financial reports.
- Assist with year-end financial preparations and coordination with external accountants.
- Prepare tax remittances and Workers' Compensation documentation.
- Assist with tax return preparation in coordination with the organization's accounting firm.

Financial Administration

- Maintain organized accounting records and supporting documentation.
- Ensure financial records comply with organizational policies and accounting standards.
- Support budget tracking and financial reporting requirements.

Administrative Support

- Utilize Sage Accounting and Microsoft Office Suite (Word, Excel, Outlook) to prepare reports, maintain records, and support day-to-day operations.
- Assist the Executive Director with grant applications, reporting requirements, and financial documentation when required.
- Assist in developing and maintaining a bookkeeping best practices and procedures manual to support organizational continuity and future staff training.

Qualifications & Experience

- Certificate, diploma, or equivalent experience in bookkeeping, accounting, or business administration.
- Minimum two years of bookkeeping experience preferred.
- Experience with payroll processing, accounts payable, and accounts receivable.
- Proficiency with Sage Accounting, preferably Sage 50.
- Strong working knowledge of Microsoft Office, particularly Excel.
- Experience working with non-profit organizations and grant-funded projects is an asset.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to work independently and maintain confidentiality.

What We Offer

- Flexible work schedule averaging 8 hours per week.
- Compensation of \$27.00 per hour.
- Opportunity to contribute to the success and growth of tourism in Valemount.
- Supportive and collaborative work environment.
- Meaningful work that supports local economic development and community initiatives.

How to Apply

Please submit a resume and cover letter to:

Executive Director

Tourism Valemount Society

Email: execdirector@visitvalemount.ca

Applications will be accepted until the position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Marcie Down, Executive Director Tourism Valemount