



Job Description

Summary:

This is a full time, permanent position with Up North Adventures, based in Whitehorse, Yukon. Your primary position is bookkeeper, with your secondary role as support for the trips and tours office staff.

Roles and Responsibilities:

- Organizing and maintaining a structured office environment
- Controlling all stages of the financial cycle
- Monitoring of POS system to ensure accuracy
- Developing systems to increase efficiencies within the company

Primary duties:

- Monitor daily cash out and petty cash
- Control of accounts payable and receivable
- Payroll and GST filings
- Bank reconciliations
- Monthly reporting and sales analysis

Secondary duties:

- Respond to customer inquiries via email, phone, or in person
- Organize and schedule tours, transfers, rentals, guides, and drivers
- Arrange local flights, additional gear rental and accommodation for clients
- Assist and advise customers before the start of their trip
- Other duties as required

Required Skills:

In order to be a successful part of the Up North Adventures team the following skills are required:

- Experience with bookkeeping and accounting (3 years preferred)
- Proficiency with Sage 50 Pro accounting system
- Excellent organizational and time management skills
- Strong computer skills with email, word processing and spread sheets
- Ability to communicate concisely and clearly
- Ability and willingness to work positively and effectively with various personality types, ages, genders and cultures
- Ability to recognize and successfully meet deadlines
- Ability to take directions and follow instructions
- Ability to take initiative and work with minimum supervision if necessary
- Maintain a professional attitude and organized work space
- Proactive in finding solutions to daily problems

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- Ability to focus in an extremely fast-paced work environment
- Punctuality
- Fluent in English - oral and written

Preferred skills/experience:

- Familiarity with POS system and inventory control
- Fluent in second language
- Education or work experience in tourism
- General office administration

Reporting and remuneration:

- ⤴ Reports to Owner (Mark Stenzig)
- ⤴ Wage based on education and experience
- ⤴ Additional staff benefits available/included for successful applicant

Interested individuals are encouraged to send a resume and cover letter outlining why they feel they are an ideal candidate to:

Mark Stenzig, Owner, mark@upnorthadventures.com