



We're hiring: Bookkeeper

[ASL Video](#)

Job title: Bookkeeper

Job type: Full-time Employee

Reports to: Controller

Location: Ottawa, ON (hybrid work possible) - Canada Only

Compensation: \$60,000 to \$64,000 annually (40-hours per week)

Job Summary Overview:

As an integral member of the Finance Team, the Bookkeeper ensures financial transactions are accurate, timely, and well-documented. This role covers payroll, reconciliations, accounts receivables and payables, and requires someone who takes pride in precision, values attention to detail, and understands how accuracy supports the bigger picture. At Asign, we expect our Bookkeeper to work independently with little supervision and support the team when needed.

Our Expectations:

- Demonstrate commitment to Asign's values: Respect, Caring, Professionalism, and Giving Back
- Maintain full compliance with Asign policies, standards, and attendance expectations
- Complete assigned tasks, projects, and documentation accurately and in a timely manner

What you'll do:

Payroll

- Prepare bi-weekly payroll for employees
- Ensure all interpreting jobs have been uploaded from Interpreter Intelligence
- Maintain payroll records by collecting and calculating data using a third-party software program ie. Banking details, TD1s, Holidays, sick days, etc.
- Working with HR, track changes to employee personal information and update records in a timely manner ie. Create ROEs
- Prepare annual T4s and T4As
- Stay current on employment standards and payroll requirements
- Respond to employee payroll-related inquiries with accuracy and professionalism

Accounts receivable

- Create invoices for customers using Asign's booking software



- Upload invoices to portals such as SAP Ariba
- Manage deposits and collections accurately, with timely follow-up and professional handling of customer billing inquiries

Accounts payable

- Post bills to appropriate expense account and classification
- Maintain appropriate payable documentation including copies of bills and authorization by a Director or Manager for expense
- Maintain A/P aging and notify Controller which payments are due in a timely manner
- Maintain updated vendor information in accounting system
- Review and reconcile all corporate credit cards in QBO

Other

- Expense prepaid transactions
- Work with the finance and operations teams to improve processes and ensure seamless operations
- Support the Controller and CFO with account reconciliations and audit preparations

What you'll bring:

- Experience with QuickBooks Online (QBO) - daily transaction posting, reconciliations and reporting
- Experience working with a third-party payroll service software (UKG HRIS preferred) - processing, reporting and reconciling payroll data
- Advanced Excel proficiency - must be able to confidently use formulas (VLOOKUP, SUMIFS), create pivot tables and structure reports
- Strong accuracy and attention to detail - a methodical approach with minimal errors and commitment to double-checking work
- Ability to analyze financial information - spotting discrepancies, trends or unusual items
- Knowledge and experience with Accounting Standards for Private Enterprises and/or GAAP - applying correct treatment to transactions
- Understanding of the importance of confidentiality and discretion - handling sensitive payroll and financial data appropriately
- Clear communication and interpersonal skills - able to respond professionally to employee, customer or vendor inquiries, and work effectively across departments
- Organization skills - managing multiple priorities, meeting deadlines, and maintaining orderly records

Asign recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences – beyond the technical requirements of a job. If you meet the minimum qualifications and your experience is close to what you see listed here, please still consider applying.



We are committed to cultivating an equitable and inclusive work environment that acknowledges diversity in the Deaf population that we serve, in our interpreting community and workforce. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions.

Please let us know if you require accommodations during the application process.

Applications will be accepted **until Friday, May 22nd at 5:00pm ET.**

Please apply for the Bookkeeper position using [this link](#). Please note: Applications require a cover letter (letters in ASL are welcomed) and resume. You may upload multiple documents to the application portal.

You can direct questions to Asign Human Resources at hr@asign.ca. Additional information about Asign can be found on our website at asign.ca.