



Who We Are

For over 20 years, Sign Language Interpreting Associates Ottawa (SLIAO) Inc has successfully provided interpreting services for the Deaf community across Canada.

The Opportunity

We have an immediate requirement to fill the position of a **Book keeper/Office Administrator**. As the sole administrative support, this role requires an individual with strong bookkeeping knowledge and attention to detail! As a creative and proactive member of the team, you show initiative and good judgment when addressing challenges and will continually look for opportunities to improve work practices and processes. Chief among your accounting skills is the ability to multi-task as you will manage the company's books, its office facilities and handle some scheduling requirements.

Responsibilities

Accounts Receivable

- Reconcile daily billing and customer payments
- Produce and distribute sales invoice via email and mail Post daily receivable transactions into accounting system
- Maintain A/R aging and collect outstanding receivables
- Maintain appropriate receivable documentation

Accounts Payable

- Process vendor invoices including verification of invoices with purchase orders
- Post invoices and credits into accounting system and prepare payments
- Maintain A/P aging and conduct account reconciliation with suppliers
- Maintain appropriate payable documentation

General Accounting Duties

- Maintain updated customer and vendor information in accounting system
- Compile and manage file system of electronic documents and agreements
- Respond to customer enquiries
- Administer payroll and benefits
- Handle government remittances i.e. Source deductions, HST, QST
- Reconcile bank and various general ledger accounts
- Track fixed assets and prepare depreciation schedules
- Prepare the trial balance and month end closings

- Other accounting and administrative duties as assigned

Administration

- Provide administrative support to management team members as required
- Answer and manage inbound telephone inquiries
- Assist with scheduling
- Assist with new hire onboarding process
- Coordinate travel
- Prepare presentations and/or reports as required
- Coordinate meetings and ensure meeting rooms are properly arranged
- Coordinate and implement company-wide social events
- Ensure compliance with health and safety requirements for the office

Facilities Management

- Coordinate space planning and office seating arrangements and assign desks, phones, and other assets as necessary
- Ensure adequate supplies of office stationery, general office supplies, office furniture, and other office equipment
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence
- Assist in the management of building security, such as the assignment of keys and alarm codes for approved personnel

Requirements

- A minimum of 5 years accounting or bookkeeping experience
- A minimum of 2 years Office Admin experience
- Proficiency using QuickBooks Online and Microsoft Office

How to apply?

If you like to work in a fast-paced environment with opportunities to learn and develop new skills that you won't find anywhere else, please apply by sending a resume to careers@businessherpagroup.com

SLIAO is an equal opportunity employer. Accommodations will be provided at all stages of the hiring process. We ask applicants to make their needs known in advance.