



About the Company:

Deep Surface AI is a startup focused on streamlining the cosmetic surgery consultation process. We are developing software tools to improve facial plastic surgery outcomes. Through rigorous quantification of biological variation in facial form we generate detailed proposals for cosmetic surgery objectives customised to each patient's unique face. Our products will help surgeons ensure they understand patient goals, and empower patients to choose outcomes that match their personal needs.

The beachhead market for our visualization software is gender affirming facial surgery (GFS) for transgender female patients. We aim to improve the clinical workflow of surgeons and the experience of patients by offering a data driven approach to visualising and considering alternative surgical objectives.

About the Role:

Deep Surface AI is looking for a part-time Bookkeeper and HR Manager to assist in the scaling of our company. In this role, you will be responsible for managing invoice payments, payroll, CRA filings, employee onboarding, and reporting for employee wage support grants. For the right employee, this role can expand into a full-time Operations Manager position by the end of 2022.

Role Specifics:

- Part-Time Position (10-15 hours per week)
- Hourly Wage: \$20 - \$35 per hour
- Location: Calgary (hybrid, but mostly work from home)

Roles and Responsibilities:

- Bookkeeping (Quickbooks)
- Payroll (PaymentEvolution)
- Timesheets (Toggl)
- CRA filings
- Wage support grant reporting and recordkeeping

Qualifications:

- Accounting or finance background (Assoc. Degree or higher)
- Proficient with Quickbooks
- Proficiency with payroll software

If interested, please send a resume and cover letter to hr@deepsurface.ai.