

JOB POSTING

Job Posting	ADM260918
Job Title	Bookkeeper/Administrator
Location	Ancaster, Ontario
Qualifications	Bookkeeping training

Date Posted	September 2026
Job Type	Full time
Start Date	Fall / Winter 2026
Hours	8:00 am to 4:30 pm



**Professional Engineers
Ontario**

Authorized by the Association of
Professional Engineers of Ontario
to offer professional engineering
services.

Bookkeeper & Administrator

Applied Kinetics Inc. (established in 1998) is a small professional engineering firm specializing in the design and analysis of automated machinery, tooling and systems. This position provides bookkeeping and administration support for the firm, and for the engineers on staff.

Core Bookkeeping Responsibilities

The bookkeeper/administrator will be responsible for all day-to-day bookkeeping including, but not limited to:

- ▶ AP including bill payment
- ▶ AR including invoicing, collections
- ▶ Gathering, processing, checking, employee timesheets
- ▶ Bi-weekly payroll processing and issuance
- ▶ Annual year-end submissions to our accountants and banks
- ▶ Regular RevCan remittances, WSIB remittances, EHT remittances
- ▶ Cash flow management
- ▶ Banking, reconciliations

Core Administrative Responsibilities

The bookkeeper/administrator will be responsible for all day-to-day office administration including, but not limited to:

- ▶ Maintaining employee records: Resumes, training, pay and bonuses.
- ▶ Incoming and outbound mail
- ▶ Paper and electronic filing
- ▶ Manage the office, including supplies
- ▶ Reception
- ▶ Manage online accounts and subscriptions (timesheet app, engineer's software licenses, etc.)
- ▶ Manage, maintain, improve our insurance policies

Supplemental Responsibilities

If within the skills and capabilities of the applicant, these further responsibilities may be included:

- ▶ Revising/improving ISO procedures and methods
- ▶ Enhance electronic filing systems
- ▶ Procurement in support of our engineers
- ▶ Engineering projects tracking, scheduling, with workload forecasting

Applied Kinetics is a professional firm, registered with the PEO, and committed to the highest standards of professionalism. We feel that we have a lot to offer:

- ▶ Dynamic, exciting work environment with highly motivated and very experienced coworkers.
- ▶ Interesting variety of work.
- ▶ Progressive thinking regarding: tools (software), methods (procedures, systems), employee relations, work environment, advancement.
- ▶ 100% benefits package.
- ▶ Quiet, pleasant work environment.
- ▶ Flexible time-off policies

Skills and Qualifications

The applicant should have a certificate in bookkeeping, or business bookkeeping experience, or both. We've found that the following personal attributes are important to be successful at Applied Kinetics:

- ▶ Tenacious focus on keeping all bookkeeping and administrative responsibilities up-to-the minute up to date.
- ▶ Meticulous attention to detail and a drive to eliminate assumptions with analytical verification.
- ▶ Strict confidentiality and personal/professional integrity.
- ▶ The ability to convey ideas; excellent verbal and written communication skills.
- ▶ Applied Kinetics is a small company. This requires a high degree of independence, ability to self-teach new skills, time management, and a willingness to take on all aspects of the office administration and bookkeeping.
- ▶ Know when to seek help for problems outside of your area of expertise.

Knowledge and/or interest of some of the following key areas would be an asset:

- ▶ Quickbooks
- ▶ Microsoft Office, Teams
- ▶ Online business banking, overseas wire transfers
- ▶ Electronic file management

Familiarization Training and Supervision

Our current Administrator, who is retiring soon, will be available for support, familiarization, and training. This position reports to, and is supervised by, one of the senior partner engineers.

Advancement

As a small firm, there is no advancement ladder. But we encourage staff to advance personally, professionally, and in areas of responsibility instead. A career with Applied Kinetics can grow with the individual commensurate with their drive, enthusiasm, and skills development. We encourage all staff to continue their professional development through courses and self study.

Reply in confidence with a BRIEF cover letter and resume as a single PDF file attachment via email to:

jobs@appliedkinetics.ca
Engineering Manager
Applied Kinetics Inc.
1343 Sandhill Drive, Suite 102
Ancaster, Ontario, Canada
L9G 4V5

NO AI, NO Application Bots. A real person will be reviewing your applications. We expect reciprocal respect from you, the applicant. If we detect any AI in your application, or if your application has been submitted by a Bot, it will be rejected out of hand.

All applications MUST include the **job posting number ADM260918 in the email subject.** In person applications are accepted by appointment (through email) only.

All applicants are expected to also fill out an online application form. See our website under 'Careers' for details.