



A mid-sized and successful roofing company located in London, Ontario since 1976

A complete roofing service for Residential, Commercial and Industrial markets

Our applications include both traditional and specialty items for sloped roofs, as well as various roof systems for flat and low slope applications

Courtney Roofing Ltd. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process We welcome applications from Canadian Forces Reservists – leaves of absence available These are good jobs for serious people.

FINANCIAL CONTROLLER – Part Time or Contract Position

Quote Job #FC0517

Key Responsibilities:

Financial:

- Prepare monthly interim financial statements and reporting
- Reconcile Bank Statements
- Monitor progress of A/P processing and monthly entries
- Handle banking/insurance issues with General Manager
- Other duties as requested by General Manager

Payroll

- ADP Payroll submission
- Process Subcontractor cheques
- Maintain Employee Benefit Package

Payables

- Government remittances
- A/P cheque runs
- Complete Vendor credit applications
- Maintain credit cards accounts

Receivables

- Prepare customer billing; post customer payments
- Monitor accounts receivable
- Collection calls/letters; Liaison with Collection Agency; Customer credit checks

Qualifications Required:

- CPA,CGA or CPA,CMA designation or equivalent preferred
- 3-5 years of Accounting experience – Construction Industry preferred
- Demonstrate computer literacy – Sage 50 Premium Accounting
- Working knowledge of ISO process
- Demonstrate knowledge of Occupational Health & Safety Act

How to Apply:

- Send resume with cover letter to hr@courtneyroofing.com – Attn: Jim Courtney ☐ Application
- Deadline – June 16, 2017
- Part Time or Contract Position – 2-3 days per week
- Projected Start Date – September 2017

- See Careers Page – www.courtneyroofing.com.

Although we appreciate all applications, only those candidates selected for an interview will be contacted.