



A mid-sized and successful roofing contractor 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.

ACCOUNTING CLERK with OFFICE DUTIES

Quote Job #AC-0314

Currently seeking an accounting clerk. This seasonal part-time position will report to the Controller and will involve the following as a minimum with other clerical duties as required:

Key Responsibilities:

- Reporting directly to the Controller
- Support to the Controller and the General Manager
- Assist with general accounting in a construction environment including accounts receivable, accounts payable, payroll
- Reception and telephone duties – scheduling quote appointments
- Customer service
- Marketing duties
- And other duties as required

Qualifications Required:

- Secondary school diploma; post-secondary education an asset
- Accounting experience required
- Working knowledge of Simply Accounting/Sage 50, Outlook, Access, Excel, Word
- Attention to detail required
- Construction experience an asset
- Well organized multi-tasking individual capable of staying focused and prioritizing
- Must work well with others with good communication skills
- Own transportation and able to be flexible with hours as work dictates

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

How to Apply: See “Applying for a Position” page

Contact Name: Jim Courtney

By Mail : 300 Exeter Rd. Box 273, Station B, London, ON N6A 4V8

In Person: 300 Exeter Rd. (Just West of White Oak Rd)

By Phone between 7am and 5pm: (519) 652-6859 ext 822

By Fax : (519) 652-6638

By E-mail: hr@courtneyroofing.com