



BOOKKEEPER

JOB CLASSIFICATION

Job Classification = NON-EXEMPT (Hourly)

JOB LOCATION & HOURS

The Bookkeeper will perform his/her job responsibilities from the offices of The Chariot Group, Inc. The Chariot Group, Inc. office hours are Monday – Friday, 8:00 am to 5:00 pm.

QUALIFICATIONS

The Bookkeeper's main priority will be to perform bookkeeping tasks. He/she will be responsible for the main accounting functions within the areas of Order Processing, Accounts Receivable, Accounts Payable, and Purchasing.

In order to perform these duties, the bookkeeper should have prior bookkeeping and/or accounting experience. Formal accounting education and/or prior job costing is a plus. The bookkeeper should be detail-oriented with an eye towards efficiency and accuracy. Prior hands-on experience with various accounting and business software applications (Microsoft Word, Excel, Outlook, and QuickBooks Pro) is required. Experience with Salesforce is a major asset.

The bookkeeper will be one of the main contacts for accounting inquiries and should be able to comfortably interact with customers and vendors on the phone and in person. A clean, professional appearance will be required.

The Chariot Group does not allow tobacco use during working hours (on or off premises) and employees are expected to be free of the odor of tobacco during working hours. Proof of valid driver's license, insurance, and a good driving record are required, and every employee must have reliable transportation to and from work.

ESSENTIAL FUNCTIONS

1. Process customer orders, invoices and vendor bills accurately and timely.
2. Follow up on status of open orders to insure timely shipment, specifically with regard to required delivery dates.
3. Keep customers informed of order status as needed.
4. Maintain customer and vendor lists and files.
5. Answer phone and assist customers and/or vendors in a prompt, courteous professional manner.
6. Utilize a team approach with co-workers to insure the customer's needs are promptly met.

The above list of Essential Functions is designed to highlight the primary duties of the position and should not be interpreted as total or complete. Due to the size of the company, all employees may need to perform duties outside of their primary responsibilities to better serve the customer.

PHYSICAL REQUIREMENTS

The Bookkeeper must be able to perform all the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Chariot Group will engage in the interactive process as per the Americans with Disabilities Act to determine if reasonable accommodations are necessary to enable individuals with disabilities to perform the essential functions of the job.

This position requires persistent repetitive movements of the hands, wrists and fingers; reading/viewing computer screens for long periods of time; and sitting for long periods of time. Specific vision abilities required by this position include close vision and color vision. The SC must be able to lift and/or move objects of approximately 30 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

The Chariot Group is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetics, sexual orientation, gender identity, veteran status, parental status, marital status, or changes to marital status in employment or the provision of services. In addition to federal law requirements, The Chariot Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company operates.

TO APPLY

Please send your resumé with complete contact information to employment@chariotgroup.com.