



Accounting Clerk

[The Chariot Group](#) is recruiting for an [Accounting Clerk](#) for its Anchorage office. This position is responsible for performing organizational tasks and assisting the bookkeepers with Order Processing, Accounts Receivable, Accounts Payable, and Purchasing. A typical day might be spent:

- Performing customer/vendor data entry and data management duties to ensure thorough, accurate and up-to-date information exists.
- Assisting with matching purchase orders against vendor invoices and keeping/organizing records accordingly.
- Assisting with data entry of credit card charges and vendor bills.
- Assisting with inventory control clerk duties, as needed.
- Assisting with database pricing maintenance in various software platforms.
- Processing emails in company distribution groups accurately and timely. This includes printing items that Accounting requires, forwarding items to other departments and flagging those that need immediate attention.
- Following up with vendors on status of open purchase orders to ensure timely shipment and/or meeting required delivery dates and keeping account managers informed of order status, as needed.
- Answering phones, assisting customers, vendors and/or manufacturers and following up as needed.
- Performing various duties in support of Accounting and Service departments.

The Chariot Group is willing to train and mentor the ideal candidate provided they have *at least six (6) months of paid or volunteer work experience that included customer service activities*.

The Chariot Group offers competitive wages, paid time off benefit package, medical insurance, 401K, and professional development opportunities. But more importantly, we offer effective, transparent and fair leadership, supportive colleagues, a professional and fun atmosphere, and continuous learning and development.

[Apply today!](#)