



CAREER VACANCY FOR IMMEDIATE FILL:

POSITION: Bookkeeper, Global Guardian Asset Security

LOCATION: Charlotte, NC

Global Guardian is a leading provider of emergency medical and security solutions for corporations and individuals.

Our 24/7 Operations Centers in Charlotte, NC, and McLean, VA identify, monitor, and respond to threats and emergencies with on-the-ground teams in over 100 countries. Our world-class professionals possess extensive experience in the intelligence community, military special operations, and federal law enforcement.

Global Guardian is an investor backed, high growth company that provides employees with unmatched promotion opportunities within the organization.

Founded over ten years ago by a Delta Force Sergeant Major, and an Army Special Forces Colonel, we are a values-based organization that focuses on a culture of comradery, service, and excellence. We have managed crises in the worst environments in the world, and we know how to act fast to provide unmatched service for our clients.

The **Global Guardian Asset Security** division provides video surveillance/sensor technology and monitoring services.

Our 24/7 Operations Center based in Charlotte, NC guarantees that our clients' assets are monitored and protected against break-ins, theft, and unauthorized activity. Within seconds of identifying intruders or unwanted activity, our professionals remotely issue intruders verbal commands through loudspeakers, initiate audible alarms, and contact designated client representatives or coordinate an immediate law enforcement response.

Are you ready to join a better team?

JOB DESCRIPTION

The **Bookkeeper** has the primary responsibility to manage daily financial transactions at Global Guardian Asset Security, including invoices, purchase orders, and monthly billing.

Duties include:

- ▶ Manage daily financial transactions and tasks through Quickbooks
- ▶ Coordinate with higher level accounting and human resources staff
- ▶ Support Office Manager where required
- ▶ Utilize digital tools such as Zendesk, PandaDoc, Trello, and HubSpot to design, implement, and manage business processes

Compensation:

- ▶ \$18-24/hour starting compensation
- ▶ Potential for raise after first six months
- ▶ Annual bonus after first year (performance based)



QUALIFICATIONS

Candidate MUST:

- ▶ Be a high performer and contributing member of the team
- ▶ Be willing to learn and grow
- ▶ Be at least 18 years of age
- ▶ Be a U.S. citizen or a foreign citizen authorized to legally work in the U.S.
- ▶ Be drug free (must pass drug tests)
- ▶ Pass an extensive multi-state background check (a clean criminal background is required)
- ▶ Possess a high school diploma or equivalent

Additional Desired Qualifications:

- ▶ 3+ years of bookkeeping/accounting experience
- ▶ Undergraduate degree in accounting
- ▶ CPB/CPB certification
- ▶ Military experience strongly desired

Global Guardian is an Equal Opportunity/Affirmative Action Employer and an Alcohol-and-Drug Free Workplace.

TO APPLY

Please send **resume** and **brief introduction** to: Careers@GlobalGuardian.com. Have references available upon request.

Please, no phone calls about this career opportunity.