



Location: Aberdeen, NC
Compensation Range: Competitive, based on experience
Benefits: Medical, Dental, 401K, Paid Vacation
Employment type: Full Time

Position: Staff Accountant – Accounts Payable / Accounts Receivable

Why Quantico Tactical?

Quantico Tactical is the premier source for tactical apparel, gear and weapons for the military, federal agencies, the law enforcement/first responder community and the serious tactical enthusiast.

A high percentage of our employees are law enforcement and military veterans with experience in an expansive array of operational specialties. This also deeply affects our corporate culture in that we are an intensely mission-focused team of professionals that embrace the values of integrity, teamwork, accountability and unyielding dedication.

We are a market leader with the best team, unparalleled products, and procurement solutions for our industry. We offer a great opportunity to play a vital role in supporting the noble cause of our defense, federal, and law enforcement customers worldwide in a dynamically growing organization.

We are expanding our accounting department and have an immediate opening for a **Staff Accountant**. The ideal candidate is a degreed accountant who is intelligent, versatile and has a strong background in AR/AP.

Successful candidates will have no shortage of advancement opportunities.

Duties:

- Compile, process and maintain AR and AP records
- Verify approval on all invoices and check request
- Able to prepare and process checks
- Audits and verifies expenses reports
- Reconciles vendor statements
- Maintains account payable files
- Answers accounting and financial questions by researching and interpreting data
- Process government invoices through WAWF
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Special projects as assigned

Skills / Knowledge:

- Proficient with Quick Books and Excel
- Must be able to effectively communicate information to all levels of the organization
- Highly self-motivated

- Proactive by nature with willingness to solve problems and improve processes
- Ability to handle confidential information in a discreet, professional manner
- Eye for detail, accuracy is imperative
- Excellent oral and written communication skills
- Superior organizational and multi-tasking abilities
- Able to meet deadlines
- Strong negotiating skills
- Possess strong financial skills and be a good steward of corporate funds

Qualifications:

- Bachelors Degree in Accountancy is required
- 3+ Years of relevant accounting experience
- 3+ Years experience in Microsoft Office environment with emphasis in Excel and QuickBooks is required
- Experience with government contracts and invoicing methods a plus
- Drug Screen and Background Check
- Recent college graduates will be considered on an entry level basis

Only those candidates offered interviews will be contacted.

We are proud to be an Equal Opportunity Employer
Quantico Tactical is a Service Disabled Veteran Owned Small Business
Please visit our website at: www.QUANTICOTACTICAL.com
Facebook: <https://www.facebook.com/Quantico-Tactical-121240781282532/timeline/>