



Location: Aberdeen, NC / Ft Bragg Area (local candidates only)
Compensation: Competitive, Based on Experience
Benefits: Medical, Dental, Vision, 401K, Paid Vacation
Employment Type: Full Time
Department: Accounting

Position: Staff Accountant

Why Quantico Tactical?

Quantico Tactical is the premier source for operational equipment for the military and federal agencies. Additionally, we are one of only twelve [Gold Superior Suppliers](#) to the Defense Logistics Agency (DLA) for 2017 and the largest North Carolina based Federal contractor. Our success and continued growth are why you should take advantage of our current work force expansion.

A high percentage of our employees are 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 military and federal customers worldwide in a dynamically growing organization.

Quantico Tactical has an immediate opening for a **Staff Accountant**. The ideal candidate is a degreed accountant who is intelligent, versatile and has experience with financial analysis. We are looking for team members who want to grow with us and who desire a long term career.

Successful candidates will have no shortage of advancement opportunities.

Duties:

- Compile, process and maintain AP records
- Match invoices to purchase orders, verifying the amount billed matches the amount received
- Ability to process credits, make adjusting entries (as necessary) and take advantage of available discounts
- Verify approval on all invoices and check requests
- Prepare and process checks in a timely manner for weekly check run.
- Audits and verifies expenses reports to ensure they comply with company policy.
- Reconcile vendor statements monthly
- Resolve vendor disputes in a timely & professional manner
- Prepare and enter prepaid and accrued expenses
- Answers accounting and financial questions by researching and interpreting data
- 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

Qualifications:

- Process and procedure driven
- 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
- Superior organizational and multi-tasking abilities
- Eye for detail, accuracy is imperative
- Able to meet deadlines
- Strong negotiating skills
- Possess strong financial skills and be a good steward of corporate funds
- Bachelors Degree in Accountancy is preferred
- 1+ Years of relevant accounting experience
- 3+ Years experience in Microsoft Office environment with emphasis on Excel and Quickbooks is preferred
- Experience with government contracts and invoicing methods a plus
- Successful completion of Background Check and drug screening

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 ETHICAL Small Business

QuanticoTactical.com

