



**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, a high percentage of our employees are military veterans with experience in an expansive array of operational specialties. This profoundly 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

***A cover letter with your resume is highly encouraged.***

***If you do not live in the Aberdeen, NC area but are in the process of relocating here, please specify that when applying.***

***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](http://QuanticoTactical.com)

