



<b>Position:</b>	Staff Accountant
<b>Compensation:</b>	Hourly + Quarterly Bonus
<b>Employment type:</b>	Full Time, Weekdays 8-5, No travel
<b>Benefits:</b>	Medical, Dental, Vision, 401K, Paid Vacation
<b>Location:</b>	Aberdeen, NC (Not Remote)

**Quantico Tactical** is the premier source of operational equipment for military and federal agencies. Many of our employees are military veterans with experience in a wide range of operational specialties. This shapes our corporate culture, fostering a mission-focused team of professionals who embrace the values of integrity, teamwork, accountability, and unyielding dedication. We offer an excellent opportunity to play a vital role in supporting our military and federal customers worldwide within a dynamic, mission-driven organization.

### **Job Overview**

We are seeking a dedicated and detail-oriented **Staff Accountant** to join our finance team. This role offers an excellent opportunity to contribute to the accurate management of financial records, support regulatory compliance, and assist in financial reporting processes. The ideal candidate will possess strong technical accounting skills and experience with various accounting software platforms. As a key member of our organization, you will play a vital role in ensuring the integrity of financial data, supporting internal controls, and fostering continuous improvement within our accounting functions.

### **Responsibilities**

- Accurately compile, process and maintain AP records
- Match invoices to purchase orders and verify
- Reconcile vendor statements
- Verify approval on all invoices and check requests
- Prepare / process checks and meet deadlines
- Prepare and enter prepaid and accrued expenses
- Process credits, make adjusting entries (as necessary) and take advantage of available discounts
- Audit and verifies expenses reports to ensure they comply with company policy.
- Special projects as assigned

### **Skills / Knowledge**

- Outgoing personality with ability to create relationships via phone and email
- Process- and procedure-driven with a sense of urgency in a fast-paced environment
- Strong analytical, mathematical and negotiating skills
- Solid judgment and decision-making abilities
- Impeccable written and oral communication skills
- Ability to operate multiple computer screens and programs simultaneously
- Self-motivated and proactive by nature with willingness to solve problems and improve processes
- Strong financial skills and be a good steward of corporate funds
- Knowledge and interest in the tactical and weapons industry

## **Qualifications**

- Bachelor's Degree in Accountancy required
- 2+ years of corporate and public accounting experience
- 5+ years of experience in a Microsoft Office environment, with emphasis on Excel and QuickBooks
- Experience with government contracts and invoicing methods a plus
- Must pass a drug screening test and background check

## **Application Instructions**

A cover letter with your resume is strongly recommended. If you do not live in the Aberdeen, NC area but are relocating, please indicate so in your application, or you will not be considered. Only candidates selected for interviews will be contacted.

We are proud to be an Equal Opportunity Employer

Quantico Tactical is a Service-Disabled Veteran-Owned Small Business