



POSITION AVAILABLE 06/11/08

Accounting Specialist

Securityhunter provides integrated electronic security systems, access control and cutting edge technology to the government and commercial sectors. This established Security Integrator and Consulting Firm seeks a talented individual to fill an open In-house accounting position. Candidates will be professional, self-motivated and organized.

Qualified candidates will have experience with the processing of accounts receivables & payables and inventory purchasing & control. Candidates must possess excellent communication skills. An ideal candidate will be willing to learn about government contracting and payment processing through GSA & WAWF.

Essential Duties and Responsibilities:

Month end close and journal entries

Financial Statement prep to include:

- Balance Sheet
- Comparative Income Statement
- Financial Analysis per Excel file

Cash management

Banking to include daily cash forecast reports & account reconciliations

Money transfers

Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivables, profit and loss, and other items pertinent to the operation of the business

Month end/quarter end tax reporting/reconciling to include:

- Federal/FICA/Med w/h
- State w/h
- Federal unemployment deposit(s)
- State unemployment deposit(s)/return
- 941 federal return
- State sales and use tax

Break out, report and pay SIMPLE IRA contributions

Break out, report and pay HSA contributions

Compile and calculate sales commission(s)

Purchasing & Vendor relations activity, agreements & pricing

Job costing

Asset Management: Inventory & Vehicle/Fleet

Government contracting: GSA Schedule updates & audits

Government billing; Direct & WAWF

Assists in other areas of accounting department as needed

Complete various tasks as assigned by Management

Job Requirements:

3-5 years accounting experience

AA or Bachelor's degree and/or related work experience

Must be proficient with QuickBooks, Word, Excel

Seeking candidates that are self-starters, requiring minimal supervision that work well in a team environment with excellent communication and customer service skills.

Must be highly accurate and detail-oriented, ability to work under pressure and meet tight deadlines.

Strong organizational skills with ability to accurately manage multiple tasks and deadlines at same time.

Ability to read, analyze and interpret common technical documents, and financial reports



Ability to utilize basic mathematical concepts such as addition, subtraction, multiplication, and division to analyze and solve business problems. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to define problems, collect data, establish facts, and draw valid conclusions

Ability to read, analyze and interpret common technical documents, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

Must pass criminal background investigation

Salary plus Comprehensive Benefits Package:

Medical (HMO/PPO), HAS, Dental & Vision

Vacation & Paid Holidays

IRA

Contact Information:

Qualified candidates may send cover letter with salary requirements and resume via:

Email xluera@securityhunter.com

Fax: 443-436-0450

Mail: Human Resources

Securityhunter Inc

2622-L Lord Baltimore Dr.

Baltimore, MD 21244

All resumes are screened, should your skill set meets the job requirements you will be contacted for an interview. Thank you for your interest in employment opportunities with Securityhunter.