

## Career Opportunities

### Staff Accountant

(Job# HQ113)

**Fibertek has an exciting career opportunity available for a Staff Accountant at its R&D facility located in Herndon, Virginia.**

Fibertek is an internationally recognized leader in the development of state-of-the-art electro-optic solutions for the Military, NASA and Aerospace markets. We specialize in the design, development and manufacture of advanced laser transmitter systems and sophisticated electro-optical sensors. Our over 30 years of industry knowledge and technical expertise has led to a successful history of technology and product deployments ranging from under-sea to deep space applications and covering the optical spectrum from the UV to mid-infrared.

#### PRIMARY FUNCTION

Accounts payable data entry. Voucher processing. Electronic scanning and filing. Paper filing. Excel spreadsheet assignments. Account reconciliation. Assist with cash disbursements. Assist with accounting help data calls, pass word resets, workforce set up. Assist with billings as necessary.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Accounts payable voucher entry.
- Assist with Cash disbursements
- Filing
- Account reconciliations
- Audit support
- Assist with billings as needed
- Report distribution

#### QUALIFICATIONS

- Bachelor's degree in business with preferred concentration in accounting
- Deltek Costpoint experience preferred
- 1-3 years' experience.
- Excellent writing, editing, communication, organization and interpersonal skills required.
- Microsoft Word, Excel demonstrated skill.
- Most be detail oriented and multi task.

**To explore this opportunity further, please send your resume to [jobs@fibertek.com](mailto:jobs@fibertek.com). Fibertek is an Equal Opportunity Employer (EOE), qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.**