



Bookkeeper

Crisis Response Company (CRC) is seeking an experienced Bookkeeper to join our growing Finance and Accounting team. This position will report to our Finance Manager and will be responsible for accounts payable and supporting the finance and accounting team in other related tasks as needed.

CRC is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that provides advisors and defense-related services to United States Government and commercial clients over the globe. This is a great opportunity for someone eager to learn more about government contracting and join an experienced finance and accounting team in assisting CRC in the next phase of growth.

Responsibilities

- Assist in maintaining an organized and streamlined accounting system in QuickBooks
- Maintain all accounts by verifying, allocating and posting transactions
- Create and distribute customer invoices in a timely manner
- Ensure that debts, bills and vendor invoices are paid timely
- Provide support to Finance and Accounting team as needed
- Providing administrative support to management when required

Qualifications

- Minimum of 3 years as a Bookkeeper, using QuickBooks
- Previous experience working with QuickBooks, desktop version preferred
- Excellent attention to detail
- Experienced in the Microsoft Office suite
- Previous experience working in government contracting preferred but not required
- High School Diploma

Benefits

- Hourly position
- 70/30 cost share of medical insurance
- 401K plan with contributions by employer
- Participation in G&A Bonus pool

About CRC

Crisis Response Company, LLC (CRC) is a Service Disabled Veteran Owned Small Business (SDVOSB) formed in 2009 by leaders who have captured and led numerous and recent peacekeeping operations on behalf of DoS, DoD, United Nations, the African Union, and Private Industry. CRC's leadership formed the company with a single goal to enable Governments and

CRC



Private Industry succeed in Security Sector Reform/Transformation, Subject Matter Expert Manning, and Defense initiatives around the globe.

Please send qualified resumes to admin@crc-intl.com or call (817) 337-1000