



INTERNAL BOOKKEEPER

Department: <i>Finance</i>	Job Status: <i>Full time</i>
FLSA Status: <i>Exempt</i>	Reports To: <i>Director of Finance</i>
Work Schedule: <i>Normal Business Hours</i>	% Travel Required: <i>0-5%</i>
Location: <i>Remote</i>	Last Review Date: <i>July 2026</i>

ABOUT SLD SERVICES

Strategic Logistics & Defense Services is a woman/veteran owned company based out of Oceanside, CA founded in 2016. We operate as a distribution company providing equipment to the US Military by utilizing existing contracts set forth by the Federal Government. SLD Services specializes in special operational equipment and fire and emergency services.

POSITION SUMMARY

The Internal Bookkeeper is primarily responsible for recording, organizing, and maintaining a business's financial transactions and records while ensuring that all financial data is accurate, up-to-date, and compliant with accounting standards and tax regulations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement: To perform this job successfully, an individual must be able to perform the essential duties outlined below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

Duties & Responsibilities:

- Process and record all incoming vendor invoices in QuickBooks, ensuring accuracy and completeness prior to entry by:
 - Verifying invoice dates, payment terms, shipping addresses, and supporting documentation.
 - Matching invoice line items to open purchase orders.
 - Confirming shipping charges are within the approved and budgeted amounts.
- Communicate with internal team members to obtain supporting documentation and clarify financial transactions as needed to maintain accurate accounting records.
- Correspond professionally with vendors and customers regarding invoices, payments, account inquiries, tax documentation, and other accounting-related matters.
- Assist with recording banking transactions for checking, savings and American Express accounts.
- Maintain accurate vendor tax records, including W-9 forms and 1099 information within QuickBooks, ensuring documentation is current and readily available for year-end reporting.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Understand business needs/goals, others' point of view, build rapport and credibility with colleagues, anticipate needs, and respond to concerns and conflicts
- Invoicing and order knowledge, positive attitude, time management, calming demeanor, goal orientation and solution-oriented
- Communication skills (written and verbal)
- Interpersonal skills, teamwork, collaboration, quality focus
- Integrity, accountability, responsibility, organization, follow through
- Math skills, analytical thinking, reading/writing for comprehension

EDUCATION AND EXPERIENCE

- High school diploma required; Associates Degree preferred
- Minimum 1-3 years of relevant bookkeeping experience
- Solid understanding of Accounting fundamentals
- Government contract experience preferred

COMPUTER SKILLS

- Proficient with Microsoft Office (Excel, Word, Outlook)
- Proficient in Quickbooks or similar software
- Proficient with ERP

EQUAL OPPORTUNITY STATEMENT

SLD Services is an equal opportunity organization. We recruit, employ, train, compensate, and promote without regard to race, religion, color, national origin, age, gender, sexual orientation, gender identity, marital status, disability, protected veteran status, or any other basis protected by applicable federal, state, or local law.