



Position Overview

ProForce Law Enforcement is an innovative leader in the sale and distribution of law enforcement equipment and recognized for its excellence in creative marketing, technology, and world-class customer service. ProForce is currently seeking an **Accounting Manager** to join our hardworking team in Prescott, Arizona!

Our company is looking for an experienced Accounting Manager to oversee our accounting department. The Accounting Manager will be responsible for monitoring general accounting practices, budgeting, developing internal accounting controls, tracking high volume agency client accounts and building a strong financial team. The successful candidate for this position will report directly to our Executive Vice President and play an instrumental role in the financial future of the company.

Responsibilities include

- Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation
- Develop monthly and quarterly accounting reports for the management and executive teams
- Prepare and file sales tax reports
- Implement and monitor the month, quarter and year-end closeout accounting schedules
- Prepare the monthly close to include reconciling and posting activity for accounts.
- Review financial results including revenue and expense trends and make recommendations for corrective action to mitigate variances from the budget.
- Oversight of Accounts Payable and Accounts Receivable functions ensuring transactions are recorded accurately, timely and in accordance with company policy.
- Ensure all balance sheet accounts are reconciled and analyzed in accordance with U.S. GAAP and Company policy.
- Ensure fixed assets are accounted for accurately and timely.
- Oversee work papers, schedules and/or other documents required for the annual or periodic audit are accurate, completed and submitted timely.

Ideal Candidate Would Possess

- The ability to work in an independent manner with little need for direct supervision.
- A demonstrated ability for planning and organization skills, handling multiple tasks, and working in a fast-paced environment.
- Conceptual and strategic thinking.
- An ability to communicate in a professional and articulate manner with internal and external contacts at all levels.
- The ability to meet deadlines.

Position Requirements

- A Bachelor's Degree in Accounting or Finance is preferred.
- Minimum of 4 years of experience in Public Accounting or Accounting Manager in a fast paced, hands on environment.
- Distribution, manufacturing or retail background preferred.
- Advanced proficiency with Microsoft Office Suite software.
- Must be at least 21 years of age.
- Able to pass a criminal background check and pre-employment drug screening.

Benefits

ProForce is a business casual environment that offers a generous benefits compensation package including a competitive wage, voluntary benefits including medical, dental, vision and life insurance, optional flexible spending accounts, short-term/ long-term disability plans and a 401(k) plan with an unlimited 25% match.

About ProForce Law Enforcement

ProForce Law Enforcement is a major supplier of law enforcement firearms, non-lethal solutions, and duty gear. The company features an excellent selection from top manufacturers. ProForce proudly has operations in Prescott, Arizona and Brea, California, along with traveling law enforcement agency sales representatives throughout the western United States.

ProForce Law Enforcement is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

To apply for this position, reply to this posting with your cover letter and resume, or resumes may be emailed to hr@davidsonsinc.com, faxed to 928-776-0344, or mailed to 6100 Wilkinson Drive, Prescott, AZ 86301.