

Accounting Intern – Summer

JOB DESCRIPTION

Job ID#: 2018-003

Title: Accounting Intern - Summer 2018

Company: Custom Manufacturing & Engineering, Inc. (CME)

Location: Pinellas Park, FL 33781

Regular/Temp: Temporary Employee

Full-Time/Part-Time: Part Time Internship

Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

Job Summary: We have an exciting opportunity for a student to perform as an Accounting Intern reporting to the Director of Finance. An award winning Tampa Bay small business for two decades, CME delivers engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where “We Love to Design & Build!”

CME’s culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME’s products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

Under direct supervision, successfully chosen candidate will work with our Finance department in support of the Business organization with a focus on general accounting, accounts receivables, accounts payables, and expenses.

DUTIES AND RESPONSIBILITIES

- Under limited supervision, work on non-routine projects with general instruction and advanced projects with detailed instructions
- Assist in the day to day activities of assigned functional area completing non-routine and advanced tasks
- Assist in applying knowledge to analyze, investigate and resolve non-routine problems
- Build and develop an understanding of financial and accounting issues to include data entry in MS Excel and Deltek Costpoint ERP
- Support accounts receivable, payable and bank statement reconciliation functions; and support payment processing when required
- Assist with month-end financial reports within ERP business system, create and enter journal entries
- Assist in preparation of financial models and internal due diligence findings reports

- Assist in developing electronic and hard copy reports, records, diagrams and charts, when necessary
- Responsible for observing all laws, regulations and other applicable obligations wherever and whenever business is conducted on behalf of the Company. Expected to work in a safe manner in accordance with established operating procedures and practices
- Other duties as assigned or required.

Job Qualifications:

- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university.
- Applicants should be Business, Finance, Economics or Accounting majors with proficiency in Microsoft Office applications.
- Attention to detail, the ability to multi-task are all essential to this position
- Must possess:
 - The ability to understand new concepts and apply them accurately
 - The ability to follow general and detailed instructions as well as organizational policies and procedures
 - Good communication and interpersonal skills to enable effective interface with internal professionals
 - The ability to work independently or in a team environment
 - Basic computer skills.

MINIMUM REQUIREMENTS NEEDED:

- 0-2 years of experience
- Work schedule projected to be 10 to 20 hours per week and flexible to class scheduling
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

Travel Percentage Required: None expected. 0% - 5%

CME develops, prototypes, and manufactures custom-engineered and build-to-print products, assemblies, and subassemblies for industry and government customers. As a growing Tampa Bay engineering and manufacturing small business, our team works with aerospace and defense organizations and other industries globally to develop and produce quality products to meet our customers' unique requirements. CME's products are used by the US military and other industries around the world.

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.