



CMEHR@Custom-mfg-eng.com  
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## Accountant Intern

**Job ID:** 2021-10B  
**Regular/Temp:** Temp  
**Full-Time/Part-Time:** Part-Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

### **MUST complete Predictive Index test before applying:**

<https://assessment.predictiveindex.com/54R/923734fe-189e-42c1-83e9-f209f8042b76?type=candidateba>

### **Job Summary:**

Are you someone who has a passion for solving financial puzzles? We have a new and exciting opportunity for the right person to become our Accountant Intern! You will be working alongside the Finance department to record accurate and timely financial records while working with the Controller to forensically track transactions for CME! You can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You will also support the Controller to prepare for audits as well as maintain a variety of financial reports, statements, transactions and records.

### **Duties and Responsibilities:**

- Operate computers programmed with accounting software to record, store, and analyze information
- Assists in proper account charges, coding and compliance
- Comply with federal, state, and company policies, procedures, and regulations
- Work with others in finance to solve accounting problems through the use of cost accounting principals
- Help prepare, monitor, and check accuracy of accounting records, including financial statements and other financial reports
- Establish records of accounts and input entries into proper accounts as assigned
- Suggest ways to reduce costs, enhance revenues and improve profits
- Support the Controller in preparing for audits and any other financial reports
- Help ensure timely and accurate processing of AP vouchers and payment of vendor invoices
- Assist with or perform reconciliations, investigation of variances and analysis of results
- Perform general clerical duties to assist accounting teams
- Create or maintain filing systems for account functions
- Other duties as assigned

### **Job Qualifications:**

- Working knowledge of cost accounting principals
- Familiarity with ERP Systems a plus
- Familiarity with Deltek & Costpoint software a plus
- General knowledge of administrative support functions, procedures and systems
- Excellent communication and writing skills
- Knowledge of principles and processes for providing customer and personal services
- Financial management and ethical conduct
- Problem-solving and decision-making
- Knowledge of typical office programs like Microsoft Office and Adobe

- Pays attention to detail, thoroughness
- Establishing and Maintaining Interpersonal Relationships
- Organizing, Planning, and Prioritizing
- Highly energized, results oriented
- Proactive with a high sense of urgency

#### **Minimum Requirements Needed:**

- Pursuing a BS/MS in Accounting, Mathematics, another relevant field
- Coursework and general knowledge and understanding of cost forensic accounting principals
- 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.
- Successful Passage of Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing

#### **Travel Percentage Required:** Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" 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](http://www.custom-mfg-eng.com)).

**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.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

**Removal Date:** May 1, 2021