



**CUSTOM MANUFACTURING  
& ENGINEERING™**

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Pinellas Park, FL 33782  
[www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)

## Bookkeeper

**Job ID#:** 2022-16A  
**Regular/Temp:** Regular  
**Full-Time/Part-Time:** Full-Time

### 3 Steps to CME Hiring:

1. Complete Application at [ApplicantPro](#)
2. Take **Both** Predictive Index Assessments
3. **Gather Info for Interview:** Last 2 W2's, Complete Background Check Form, COVID-19 Vaccination Card

**Job Summary:** CME is looking for a motivated and passionate individual to become our next Bookkeeper! As Bookkeeper, you would maintain accurate books on accounts payable and receivable and daily financial entries and reconciliations. Some of your responsibilities would include recording day to day financial transactions and complete the posting process as well as verifying that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger. You'll perform monthly financial reporting and assist with closing the month/year, general ledger entries, and record payments and adjustments and assist with bank reconciliations, credit card reconciliations, creating reports, spreadsheets, KPI's, and other documentation needed or required.

### **Duties and Responsibilities:**

- Work with multi-disciplined teams within CME while maintaining records of financial transactions by establishing accounts, verifying, allocating, reconciling; posting transactions; ensure legal requirements compliance
- Updates system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures as needed
- Maintains and balances general ledger by transferring subsidiary account summaries
- Maintains historical records by filing documents appropriately
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Contributes to team effort by accomplishing related results as needed with Controller
- Notifying senior staff of accounting errors when they happen
- Process accounts receivable/payable in a timely manner
- Other duties as assigned

### **Job Qualifications:**

- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills



*We Love to Design and Build!*



ISO9001:2008 Registered  
AS9100:2009 Registered

- Proficient skills in Microsoft Excel
- Proven bookkeeping experience
- Familiarity with Deltek & Costpoint software
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills, along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- High degree of accuracy and attention to detail
- Understand how to balance large bank accounts

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

- High School or AA/AS degree (trade or tech school) from an Accredited College/University
- Bachelor's degree in business, accounting, math or a related field
- 3 years of related experience in bookkeeping or similar position
- 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
- **You have been completely vaccinated for COVID-19**

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

[Custom Manufacturing & Engineering, Inc.](http://www.solar4STEM.com) (CME®) is a 25 year old award-winning Tampa Bay small business which designs and manufactures custom-engineered and build-to-print/spec products/systems. Our team works with aerospace/defense and industrial customers to produce cables & wire harnesses, power supplies & distribution equipment, special test equipment. CME is also a big supporter of STEM as well as sustainable efforts & education including: [www.solar4STEM.com](http://www.solar4STEM.com)

CME operates on the EOS System and company focused on a Culture of Accountability. Our 5 Core Values drives everything we do as employees and the results for our customers. CME's 5 Core Values are: Resolves Problems, Works with Energy & Passion, Challenges Themselves, Serves the Customer-Protects CME, and Delivers! To read more about our company culture and values, please go to: <https://www.custom-mfg-eng.com/careers.html> and click on the tab "Culture of Accountability."

**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.*

***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 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 MI) or temporary work visa.***

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**Removal Date:** 01-June 2022