

Controller

Job ID: 2021-18B
Regular/Temp: Regular
Full-Time/Part-Time: Full Time
Submit Reply and Resume to: mcrews@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/0d110f2e-e40b-441c-9b4e-ec270c1adf20?type=candidateba>

Job Summary:

Are you someone who has a passion for solving problems and delivering? We have an exciting and challenging opportunity for the right person to become our Controller of Finance. As Controller, you will be responsible for basic accounting functions as an individual contributor as well as supervising the finance team, including reconciling accounts and credit cards, daily input and timely processing of payables, invoicing and receiving allocations, processes expense reports, follow-up on accounts receivable, and generating financial reports!

Duties and Responsibilities:

- Generate financial reports meeting both FAR, DFAR, as well adherence to GAPP
- Monitor accounts to ensure accuracy, funding allocation, prepare & assist with annual audits, and compliance with outside CPA firm. Responsibilities include but not limited to assisting in the monthly and annual closing, as well as year-end audit
- Responsible for monitoring and tracking gross margin by project/product, as well as reporting KPI's.
- Monitors, analyzes, and/or reviews financial summary and detailed internal/external reports—including but not limited to reconciliation of all balance sheets as well as monthly and annual financial statements general ledger transactions and records in accordance with applicable laws, codes, statutes, rules, regulations and ordinances
- Ensure proper account charges, coding and compliance. Ensure timely funds transfers, resolving discrepancies as necessary and processing documents for input into automated systems.
- Cost function to include product cost, customer billing, and costs at completion for all products.
- Assists with payroll interface and reconciliation, coordinating with Human Resources. Provides ad hoc reporting as necessary
- Assists with implementation of ERP for accounting. Prepares all financial submittals (incurred cost, financial accounting & capabilities audits, etc. to DCAA), and calculates COGS on all engineering and manufacturing contracts based on original bid and actual cost data
- Checks & Double-Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding in financial records, makes journal and ledger entries, and utilizes Deltek CostPoint to ensure financial as well as ERP data is updated, correct, and reported correctly
- Access financial information to answer general/complex accounting questions as well as calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Comply with federal, state, and company policies, procedures, and regulations
- Other duties as assigned

Job Qualifications:

- Has had Accounting Work Experience in a Manufacturing Environment and Defense Industry
- Demonstrates a constant ability to multi-task, prioritize, analyze data, detail oriented, extensive problem-solving skills & implementation, strong collaborative and independent working skills to get things done.
- Integrity — Job requires being honest and ethical.
- Working knowledge of Accounting and Time Keeping software; experience with payroll software, and Deltek ERP Costpoint software preferred (specifically 6.0 & 7.0+).
- Attention to details with a comprehensive understanding of the accounting and budgeting processes in a manufacturing company, internal controls, book-keeping procedures, automated accounting systems as well as AP & AR experience and cash flow management.
 - Exceptional accounting, math, communication and written skills and demonstrable experience conducting monthly close, recording standard journal entries, reconciliation, compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information and/or data in timely and accurate financial reports/ledgers/schedules.
 - Exceptional Analyzing Data or Information Skills — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Experience working in a government contracts environment and job costing knowledge.
- Experience Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish tasks such as analyzes, reconciliation and/or evaluates the accuracy of general ledger, accounting details, revenues and expenditures.
- Supervisory Experience of leading a lead as well as checking their work product for accuracy; coaching where necessary and holding people accountable for their results, budget, and schedule.
- Exudes positive energy in producing & delivering results.
- Initiative — Job requires a willingness to take on responsibilities and challenges.

Minimum Requirements Needed:

- Bachelor's Degree in Accounting from an accredited college or university required or equivalent experience. Master's Degree Preferred
- Five to ten years of FAR, DFARS, and government accounting experience
- 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%

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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).

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, orM1) 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: August 4th, 2021