



**CUSTOM MANUFACTURING
& ENGINEERING™**

Controller

3845 Gateway Centre Blvd.
Suite 360
Pinellas Park, FL 33781
www.custom-mfg-eng.com

Job ID: 2022-24C
Regular/Temp: Regular
Full-Time/Part-Time: Full Time

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 numbers and resolving problems? We have an exciting and challenging opportunity for the right person to become our Controller of Finance. As Controller, you will be responsible for all accounting functions as an individual contributor as well as supervising the finance team. You and your team are responsible for the following duties: invoicing and receiving allocations, process expense reports, follow-up on accounts receivable, generating financial reports, daily input and timely processing of payables, and reconciling accounts and credit cards.

Duties and Responsibilities:

- Responsible for Revenue: invoicing, collecting, and ensuring deliveries to drive and bring in revenue
- Produce and verify accurate financial reports meeting both FAR, DFAR, as well adherence to GAPP: including but not limited to reconciliation of all balance sheets as well as monthly and annual financial statements, general ledger transactions, and benefits financial records
- Monitor accounts to ensure accuracy, funding allocation, prepare & assist with annual audits, and compliance with outside CPA firm. Responsibilities include ensuring 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.
- 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 (suptcm, upgrades, updates) 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
- 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 (DCAA & DCMA), state, and company policies, procedures, and regulations
- Other duties as assigned

Job Qualifications:

1. Problem resolver: independent oriented person with strong analytical skills for identifying and resolving issues.
2. Accounting work experience in a manufacturing environment (must) and defense industry (preferred).
3. Strong leader with proven track record of getting results as well as checking their work product for accuracy; coaching & supervising holding people accountable for their results, budget, and schedule.
4. 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+).
5. Attention to details with a comprehensive understanding of the accounting and budgeting processes in as well as cash flow management and AP & AR experience.
 - 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.
6. Experience organizing, planning, and prioritizing work – Developing specific goal 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
7. Demonstrates a constant ability to multi-task, analyze data, detail oriented, extensive problem-solving skills & implementation, strong collaborative and independent working skills to get things done.
8. Experience working in a government contracts environment (preferably DoD) and job costing knowledge
9. Exudes positive energy in producing & delivering results
10. 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
- **You have been completely vaccinated for COVID-19**

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

Custom Manufacturing & Engineering, Inc. (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's products are used by the US military and other industries around the world. CME is also a big supporter of STEM as well as sustainable efforts & education including: 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.*

*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 30th, 2022