



Position Title: Assistant Controller
Department: Finance
Reports To: Controller
FLSA Status: Exempt
Prepared Date: 10/28/2019

SUMMARY

VT Miltope manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

Performs assigned responsibilities of the accounting department to ensure accurate and timely reporting of financial results. Has a deep understanding of Generally Accepted Accounting Principles and how they are applied within the organization. Is a technical leader for the department facilitating the greatest use of our available technological resources resulting in timely reporting.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Daily, weekly, monthly and yearly functions of the accounting department as assigned. These could be related to Accounts Payable, Accounts Receivable, Fixed Assets, Banking, General Ledger, Inventory, Costing or any other related area.

Ability to work independently to research and solve problems.

Demonstrated ability to design processes that result in inter-department activity producing accurate transaction reporting.

Demonstrated understanding of the underlying transaction processes to be successful at problem-solving.

Support most aspects of accounting management (billing, tax forms, reporting etc.)

Assist in the formulation of internal controls and policies to comply with legislation and established best practices

Assist in the preparation of financial statements in compliance with official guidelines and requirements

Assist in the daily/monthly/quarterly/yearly reporting requirements to Corporate

Manage journal entries, invoices etc. and reconcile accounts for the monthly or annual closing

Assist in the preparation of budgets or forecasts

Participate in preparation for the annual audit

Help in development of reports for management or regulatory bodies

Review the company's accounting information to identify and resolve inaccuracies or imbalances

Utilize accounting IT system to facilitate processes and maintain records

Annual development of Standard Costs and revisions as necessary

Support Program Managers in pricing exercises

Coordinate with government auditors on above mention pricing exercises

Perform other duties as may be required

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

BS/BA Degree in accounting or a business related area.

5+ years' experience in an accounting related position. I would think this would be higher than an accountant III

Required Knowledge, Skills, & Abilities:

- Understanding of the Debit/Credit relationship in accounting transactions.
- Solid communication skills.
- Understanding of technology and use of Microsoft Office products
- Proven experience as assistant controller or other similar position
- Solid knowledge of GAAP (Generally Accepted Accounting Principles) and regulations
- Excellent knowledge of accounting and financial processes (budgeting, financial closure, reporting etc.)
- Understanding of data analysis and forecasting
- Working knowledge of MS Office (especially excel) and accounting software (e.g. Dynamics)
- Well-organized with ability to prioritize
- Very good communication and interpersonal skills
- Attention to detail and problem-solving ability

Preferred Education & Experience:

- Intentions to complete MBA and attain CPA license.
- Preferred experience with Microsoft Dynamics AX and Microsoft Office suite of products.

Physical Demands and Work Environment:

- Positions environment is neutral with low to moderate noise exposure, is a seated position requiring the extended use of a computer and computer equipment
- May infrequently be required to move files and/or boxes up to 35 pounds across a room
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl