



Position Title: Accounting Supervisor
Department: Finance
Reports To: Director of Finance/Controller
FLSA Status: Exempt
Prepared Date: 11/18/2019
Approved Date: 11/18/2019

SUMMARY

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.

This position manages accounts payable, accounts receivable, tax preparation and month-end closing activities to ensure accurate reporting of financial results. Has a solid understanding of Generally Accepted Accounting Principles and how they are applied in a manufacturing environment. Is a technical leader for the department facilitating the greatest use of our available technological resources resulting in timely financial and management reporting. Plays a key role in month-end reporting activities as well as the annual budget process and period forecasting.

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

Ensure that all transactions generated by the Subsidiary systems are producing accurate results.

Facilitate hiring, training and supervision of accounting staff.

Solid understanding of cost accounting and its application in a manufacturing environment.

Excellent team player that works well with other members of the Accounting staff as well as counterparts in other departments.

Maintain good relations with vendors and customers.

Prepare/review general ledger entries, and prepare/supervise month-end account reconciliations.

Maintain the general ledger system set-up.

Assist with preparation of monthly, quarterly and annual financial statements for both internal and external users.

Assist with Year End reporting activities for quick review and sign-off.

Responsible for preparing/supervising the filing of sales & use tax returns and various business taxes.

Supervisory Responsibilities: Yes

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 in Accounting or Finance. Prefer advanced credentials such as MBA or CPA.

Required Knowledge, Skills, & Abilities:

- Proven history of successful problem solving with strong sense of ownership and urgency.
- Ability to write and maintain effective process documentation.
- Solid communication, technology and analytical abilities.

Preferred Education & Experience:

- 3-5+ years accounting experience, preferably in a manufacturing environment.
- Solid experience with Microsoft Office products, specifically Excel, Word and PowerPoint.
- Preferred experience with Microsoft Dynamics AX.

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