



**MILTOPE**  
A company of ST Engineering North America

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**Position Title:** Chief Financial Officer  
**Department:** Finance and Accounting  
**Reports To:** President and CEO  
**FLSA Status:** Exempt  
**Prepared Date:** 5/6/2022  
**Approved Date:** 5/6/2022

**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.

The CFO role has the ultimate responsibility to strategize basic corporate business policies and plans, develop financial policies and direct their implementation. This position determines the financial information requirements for all corporate senior management staff. This role oversees the production of financial reports that provide executives and operating managers with feedback on the financial effects of their actions. Analyzes current company business operations and future business plans and determines the financial effects of various business alternatives. The CFO initiates and maintains relations with financial service institutions including outside accounting firms and banks. The position develops financial strategies and arranges business financing. The CFO acts in a fiduciary capacity in maintaining accurate accounting records, analyzes and interprets statistical and accounting data and trends. The CFO directs financial organizations and calls upon a deep knowledge of both business operations information systems including ERP to deliver financial data such that the company's commitments to both our parent organization and also to our customers are met.

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

- Develops financial control and treasury functions.
- Analyzes and interprets financial information pertaining to the company's performance.
- Makes recommendations to improve financial performance.
- Alerts key executives and managers to trends in the financial performance of the business that may require management action.

- Determines corporate requirements for financial analysis, planning, control and reporting systems that adequately monitor business operations. Develops appropriate systems.
- Forecast capital requirements, identifies and analyzes capital sources. Researches financing alternatives and determines most advantageous financing methods. Develops and maintains working relationships with banks, financial institutions and investment firms. Develops policies and specific plans for conducting company relations with outside financial firms. Maintains financial contracts and arranges and negotiates company financing.
- Evaluates acquisition and divestiture opportunities and develops recommendations concerning them.
- Develops appropriate financial organization, establishes performance standards and assures that finance personnel are properly directed and qualified to fulfill their job responsibilities.
- Obtains financial and legal services from audit firms. Ascertains the need for expert financial and legal assistance and obtains competent assistance.
- Oversees the financial effects of executive compensation practices.
- Will be required to travel as need dictates.
- Perform other duties that may be required.

**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:**

- Four year Bachelor's degree in Accounting or Finance.
- CPA
- Over ten years progressive and proven financial leadership experience at a company with revenues from \$25M to \$100M. Strongly prefer someone with CFO experience but will consider individuals that have served in a number two VP Finance or Corporate Controller roles.

**Required Knowledge, Skills, & Abilities:**

- Proven history of successful problem solving with strong sense of ownership and urgency
- Solid forecasting skills (P&L, Cash Flow, Balance Sheet)
- Strategic managerial style
- Ability to operate effectively in a lean environment of less than 250 employees
- Ability to write and maintain effective functional, technical and program documentation
- Very strong leadership and organizational skills.

- Good communication skills, both oral and written.
- Ability to express clearly the financial status of the company and associated financial matters.
- Ability to achieve financial results.
- Ability to work with other members of the company's organization.

**Preferred Education & Experience:**

- Preferred experience with Microsoft Dynamics
- Preferred experience in a technology based company

**Physical Demands and Work Environment:**

- Position environment is neutral with low to moderate noise exposure, in a seated position requiring the extended use of a computer and computer equipment. Frequent air and car travel.

Choose an item.