



Position Title: Sr. Accounting Manager

Department: Finance

Reports To: Chief Financial Officer

FLSA Status: Exempt

Prepared Date: 5/23/2022

Approved Date: 5/23/2022

SUMMARY

Miltope manufactures rugged computers, computer devices, and communication equipment. We have multiple offices located primarily in the United States. This position is open to being located in either Montgomery or Huntsville Alabama. 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 is a finance & accounting leader with oversight over all internal and external accounting activities to include accounts payable, accounts receivable, tax preparation, treasury, sales order management and month-end closing activities to ensure accurate reporting of financial results. The ideal candidate has a proven track record of accounting leadership in a mid-market business with aggressive growth objectives. He/she will demonstrate a solid understanding of Generally Accepted Accounting Principles as well as International Financial Reporting Standards (IFRS) 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 and brings a strong continuous improvement mindset. Plays a key role in month-end reporting activities as well as the annual budget process and period forecasting. The ideal candidate will also have experience in both a product & project driven business, particularly in the military / government contracting environment.

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 strict adherence to GAAP and IFRS accounting standards.



Facilitate hiring, training and leadership 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 great 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.

Work closely with the CFO on continuous improvement initiatives.

Support regular financial and cash forecast updates and what-if analysis.

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 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:

- Minimum 8 years experience in Finance/Accounting
- Minimum 3 years management experience
- Minimum of 4 years DoD industry experience
- Knowledge of CAS and FAR regulations
- Solid experience with Microsoft Office products, specifically Excel, Word and PowerPoint.
- Preferred experience with Microsoft Dynamics AX but not required.
- Preferred experience with both commercial product and military / government contracts.

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