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**Position Title:** Sr. Finance Analyst- Montgomery  
**Department:** Finance  
**Reports To:** VP Finance  
**FLSA Status:** Exempt  
**Prepared Date:** 9/6/2023  
**Approved Date:** 9/6/2023

**SUMMARY**

Miltope manufactures rugged computers, computer devices, and communication equipment. 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 is for a highly motivated and self-driven finance leader with oversight and responsibility for business forecasting activities and ensuring accurate reporting of financial results. The ideal candidate has a proven track record of progressive finance responsibilities in a mid-market business with aggressive growth objectives. The candidate will demonstrate a solid understanding of Generally Accepted Accounting Principles, Cost Accounting Standards, as well as International Financial Reporting Standards (IFRS) and apply in a manufacturing environment. The candidate will play a key role in month-end reporting activities as well as the annual budget process. The ideal candidate will also have experience in both a product & project driven business, particularly in the military / government contracting environment. A successful candidate will thrive on turning financial and business data into useful and meaningful information.

**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, CAS, and IFRS accounting standards.

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

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



Prepare presentations and reporting of complex financial data

Maintain the project/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.

Work closely with the Finance leadership 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, Finance, Business, Economics, Management or other business related degree.
- Minimum 8 years experience in Finance/Accounting
- Minimum of 4 years DoD industry experience

**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:**

- 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