

**Core Source Technologies  
Job Description**

**Controller**



**SUMMARY**

A small privately-owned engineering company which is experiencing consistent growth seeks a Controller to join our team. Candidate must be an experienced, detail oriented individual with strong accounting, supervision and communication skills. Candidate must demonstrate a proven track record in leading the daily activities of an accounting department. As a member of the senior management team, the Candidate will report directly to the President / Owner and will directly assist in all financial and tactical matters. As Controller, the Candidate will be responsible to maintain all aspects of the company's financial and tax reporting, insurance and banking relationships, as well as certain human resource functions. This position requires a thorough understanding of a professional services business model and some manufacturing operations.

Include salary requirements with resume.

**QUALIFICATIONS**

- Bachelor degree in Accounting (minimum)
- CPA certificate required
- Working knowledge of GAAP mandatory; knowledge of the FAR, Government Contract Accounting, DCAA contractor information and Cost Accounting preferred
- 5+ years of relevant work experience required; defense contracting experience greatly preferred
- Experience with QuickBooks is mandatory; Deltek experience is a plus
- Must be proficient with Microsoft Office (Excel, Word and Outlook)

**PRIMARY RESPONSIBILITIES**

- Managing and insuring the integrity of Company's accounting and financial reporting functions
- Supervising and mentoring our full time bookkeeper
- Acting as liaison to external users of the company's financial information (tax accountants, bankers, tax agencies, etc.)
- Assuring the production of timely and accurate financial information and analysis
- Interpreting the results of operations, identify financial and operational issues, making and implementing recommendations for improvements
- Monitoring, enforcing, and improving internal accounting and financial controls
- Initiating process improvements to enhance the accounting and financial reporting functions
- Ensuring adherence to federal, state, and local filing requirements
- Preparing and making presentations to senior management
- Supporting senior management with financial planning and analysis, as needed

**Job Type:** Full-time