



**TMD Technologies, LLC**

1730 Twin Springs Rd, Suite 211  
Baltimore MD 21227 USA  
410-242-4290

## **JOB DESCRIPTION**

**TITLE: Financial Controller**

**POSITION REPORTS TO: CEO, TMD-US**

**BACKGROUND:** TMD Technologies, LLC (TMD-US) is in the third year of our expansion into the US defense market. Our business has grown to the point where we need to add a dedicated Financial Controller to our small yet rapidly growing team. TMD-US is a subsidiary of our UK based parent company TMD Technologies Limited (TMD-UK). TMD-US operated under a Special Security Agreement (SSA) with the US Defense Security Service (DSS) and has a focus on the High Power Microwave Transmitter aspects of the Radar, EW, Communications and EMC markets. TMD-US is located 5-10 minutes from the BWI airport.

**SCOPE:** TMD-US wishes to hire a Financial Controller. The candidate will be based out of our Baltimore, MD office and have responsibility for managing all financial related aspects of our company. The candidate is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted government accounting principles or international financial reporting standards.

### **MAIN DUTIES:**

- This position reports to the Chief Executive Officer
- Prepare monthly financial statements and reports including cash flow projections, budget and budget variance report, balance sheet, profit and loss statements
- Responsible for the General Ledger, Invoicing, A/R, A/P, Payroll and Collection functions
- Maintain current accounting systems (including those for Bookkeeping, Invoicing, A/P, A/R, Payroll, General Ledger and Collections) and create new accounting systems as firm grows
- Manage cash flow tracking and reporting and provide reliable cash flow projections that include minimum cash threshold to meet operating needs
- Prepare employee productivity reports to measure utilization and realization
- Responsible for client trust account reconciliation, transfers of earned fees, and creation of weekly Work-in-Process (WIP) reports
- Maintain chart of accounts
- Recommend benchmarks against which to measure firm performance
- Implement and strategize with other management to improve firm financial policies

- Communicate financial data and results to CEO and other management as requested
- Create and maintain financial controls to prevent fraud, theft or harm to firm financial condition
- Create and maintain accounting procedures and controls and monthly accounting calendar
- Coordinate with CEO, Operations Manager and Service Center Manager to execute firm growth plans; participation in formulation of firm growth plans where appropriate

**QUALIFICATIONS:**

- Experienced Financial Controller
- Must enjoy small company environment
- 4+ years general accounting experience required
- 4+ years general financial statement experience required
- AR/AP/Payroll experience
- Costpoint or Deltek experience
- Sage Accounting experience
- Government contract experience must have
- Excellent organizational and multi-tasking skills
- Able to handle fast-paced environment
- Able to work well under pressure
- Ability to think independently
- Desire to grow and learn with the company
- CPA (desirable)
- Bachelor's Degree in Accounting or Finance
- US Citizen, valid US passport and existing US security clearance or ability to obtain clearance
- International experience and understanding of SSA, ITAR and EAR would be a plus

Interested candidates should send their information to [hr@tmdus.com](mailto:hr@tmdus.com)