



Job Description

Position: Controller

Department: Finance

Location: Santa Ana, CA

FLSA Status: Exempt, Full-Time

Job Summary:

The Controller at Brandywine Communications plays a critical leadership role in maintaining the company's financial health, integrity, and operational effectiveness. This position is responsible for overseeing all accounting functions, ensuring the accuracy and timeliness of financial reporting, and strengthening internal controls across Brandywine Communications and affiliated entities under a shared services model.

This role combines strategic financial leadership with hands-on operational execution, requiring deep technical accounting expertise, strong leadership skills, and the ability to partner cross-functionally to support business growth and operational efficiency. A strong foundation in manufacturing finance, ERP systems, and data-driven decision-making is essential to support strategic initiatives and executive leadership.

Key Responsibilities:

Financial Oversight & Reporting

- Oversee and manage all accounting operations, including:
 - General ledger
 - Accounts payable and receivable
 - Payroll accounting
 - Intercompany
 - Project Accounting
 - Fixed assets
 - Inventory and cost accounting
 - Tax compliance
- Prepare, review, and present accurate and timely monthly, quarterly, and annual financial statements.
- Ensure compliance with U.S. GAAP, company policies, and applicable regulatory requirements.
- Manage financial reporting across multiple legal entities within a shared services structure.

ERP Implementation & Optimization

- Lead the implementation, optimization, and ongoing management of ERP and financial systems.



- Collaborate with cross-functional teams to ensure systems are aligned with operational, manufacturing, and financial requirements.
- Analyze system data, identify inefficiencies, and implement continuous improvement initiatives.
- Develop and maintain system documentation, reporting tools, and dashboards.
- Train and support staff on ERP functionality and best practices.

Budgeting, Forecasting & Financial Planning

- Lead the annual budgeting and forecasting process in partnership with the CFO and executive leadership.
- Partner with department leaders to evaluate performance, control costs, and identify efficiency opportunities.
- Develop financial models, forecasts, and scenario analyses to support strategic planning and business decisions.
- Provide meaningful variance analysis and actionable insights.

Cash Flow Management & Financial Strategy

- Manage cash flow, liquidity planning, and working capital optimization.
- Oversee banking relationships and cash forecasting.
- Analyze financial performance and recommend strategies to enhance profitability, reduce risk, and support growth initiatives.
- Support capital planning, investment analysis, and cost control initiatives.

Internal Controls, Compliance & Audit

- Design, implement, and maintain robust internal controls to safeguard company assets and ensure financial integrity.
- Ensure compliance with local, state, and federal regulations, including tax filings and statutory reporting.
- Serve as the primary liaison with external auditors, tax advisors, and regulatory agencies.
- Lead audit preparation, execution, and resolution of audit findings.

Leadership, Team Development & Cross-Functional Collaboration

- Lead, mentor, and develop the accounting team, fostering a culture of accountability, collaboration, accuracy, and continuous improvement.
- Establish performance goals, training plans, and career development pathways.
- Partner closely with operations, manufacturing, supply chain, IT, and engineering teams to ensure financial data aligns with business activities.
- Provide financial leadership, insight, and guidance to senior management and executive leadership.



Required Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- 8+ years of progressive accounting or financial management experience.
- 3+ years in a Controller role.
- Previous work experience in Aerospace & Defense or government contracting environments.
- Advanced proficiency in Microsoft Excel and financial reporting tools.
- Excellent analytical, organizational, and communication skills.
- Follow established safety and quality protocols in a fast-paced production/manufacturing environment.
- Ability to manage multiple projects and priorities in a fast-paced environment.
- Strong working knowledge of:
 - U.S. GAAP
 - Financial reporting
 - Internal controls
 - Audit management
 - Managing multi-entity accounting environments.
 - Cost accounting, inventory management, and operational finance.
 - Shared services or multi-company accounting structures.

Preferred Qualifications:

- CPA or CMA certification.
- Familiarity with Power BI or similar data visualization and business intelligence tools.
- Proven success implementing or optimizing ERP systems.

Physical Requirements:

- Must be able to sit or stand for extended periods and frequently perform tasks that require repetitive motion, such as typing on a keyboard.
- Regular use of a computer, telephone, and headset is required, including participation in virtual meetings via Microsoft Teams.
- This is primarily an office-based role located within a shared open-concept office inside a warehouse facility. The work environment may include elevated noise levels due to open workspaces and conversational noise. Employees should be comfortable working in a setting where sound carries and interruptions may occur.
- Occasional domestic and international travel for audits, meetings, and business needs (estimated less than 10%).
- Occasionally required to lift or move up to 10 pounds.



Additional Information:

The Key Responsibilities are an outline of the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The company may amend or modify duties based on business needs in accordance with applicable California labor laws. Reasonable accommodations may be made for qualified individuals with disabilities.

Export Compliance / Citizen Requirement:

Brandywine Communications' products and services are subject to U.S. export control regulations, including the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). Because of the nature of our work and our contractual obligations, only U.S. citizens are eligible for employment with Brandywine Communications.

Security Clearance Eligibility:

Some positions at Brandywine Communications may require the ability to obtain and maintain a U.S. Department of Defense (DoD) security clearance. While not all roles require an active clearance at the time of hire, applicants must be eligible for clearance under federal guidelines, and employment may be contingent upon successful completion of a government background investigation.

Equal Opportunity Employer Statement:

Brandywine Communications is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by federal, state, or local laws.

Brandywine Communications strives to create a workplace that is inclusive, respectful, and reflective of the diverse communities we serve. We are committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with applicable laws. If you require accommodation during any part of the application or hiring process, please contact the Human Resources department.