



Cost Accountant

SUMMARY

The Cost Accountant is responsible for cost accounting, material cost analysis, quoting and various analysis. This individual also participates in the forecast and budgeting process. This individual is also responsible for ad hoc projects as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory, and labor.
- Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost
- Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs
- Recording cost information for use in controlling expenditures
- ERP maintenance of item master
- Analyzing audits of costs and preparing reports
- Making estimates of new and proposed product costs
- Prepare quotations for cost of large projects and analysis post close out
- Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
- Assist with job costing maintenance and daily tasks
- Assist with month end close of the general ledger
- Assist with physical inventories and cycle count program
- Reconcile general ledger to perpetual inventory daily
- Compile project costs and analyze variances
- Travel to manufacturing facilities on an as needed basis

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.



EDUCATION AND EXPERIENCE

- 2 years of Cost Accounting in a Manufacturing Environment
- Bachelors Degree in accounting
- Must have a strong Cost systems background and have excellent analytical skills; sound understanding of accounting principles.
- Computer Literate – Strong Excel skills and the ability to use Outlook and Word
- Experience with Workwise ERP a plus
- Experience working with engineering and manufacturing personnel on development and analysis of cost standards

LEADERSHIP SKILLS

Excellent interpersonal, team and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Ability to take direction from Management and display a positive “can-do” attitude, a strong work ethic and utilize appropriate problem-solving skills. Strong organizational and time management skills.

Must lead by example in being deadline/results driven, effectively handling challenges under stressful conditions and demonstrating and encouraging a continuous improvement mindset – building the case for change and leading through others. Is an active learner that is empathetic to the challenges experienced throughout the business cycles and is passionate about collaborating with others to maximize their performance. A team builder and effective and trusted business partner. Maintains a “mutual trust and respect” and productive work environment within and between departments.

LANGUAGE SKILLS

Ability to speak effectively with customers, fellow team members, and management. Excellent interpersonal and organizational skills a must. Must be able to work independently, meet deadlines, and manage multiple tasks simultaneously.

MATHEMATICAL SKILLS

Ability to apply simple math concepts, such as fractions, percentages ratios, and proportions to practical situations. Ability to use key analytical metrics to drive improvements.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use key analytical metrics to drive improvements. Strong diagnostic skills in troubleshooting systems & processes.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment with several co-workers at separate workstations.