

Job Description

Job Title: **Sr. Cost Accountant**

Level: Corporate

Reports to: Controller

Original: May 10, 2022

FLSA Classification (US Only): Exempt

EEOC Classification (US Only): Administrative

Last Revision: May 10, 2022

Purpose

The Sr. Cost Accountant is responsible for applying accepted accounting principles and procedures to properly classify labor, material, and overhead costs to compute the unit cost of products or services. Analyzes actual costs versus expected costs and prepares reports on variances.

Duties and Essential Functions

1. Prepare weekly reporting using Navision/ BI reports for job cost functionality to analyze variances between actual and expected cost. Summarize the operating insights into what is driving the financial variances. Explain variances from forecast. Monitor performance to key financial and operating goals.
2. Coordinate product lines cost analysis for eleven districts in US to monitor drivers deemed important to meeting profit objectives.
3. Planning, studying, and collecting data to determine costs of business activity such as raw material purchases, inventory, and labor cost.
4. Analyzing changes in product design, raw materials, manufacturing methods or services provided, to determine effects on cost.
5. Reconcile shipments at expected cost to cost of goods sold/manufactured.
6. Monitors physical inventories and cycle count program providing support to enhance the process.
7. Reconciles finished, WIP and raw goods inventories on a monthly basis. Report changes to the components and quantities that makeup inventory on a monthly basis.
8. Assisting in Month end close of the General Ledger specifically to cost, manufacturing/service, and inventory but also other areas that might be assigned to enhance departmental controls.
9. Support special projects or financial analysis when needed.
10. Assist in quarterly and yearly internal and external audits
11. Document policies, procedures, and workflow for assigned areas of responsibility
12. Ensure accurate and timely monthly, quarterly and year end close processes
13. Ensure financial records are maintained in compliance with accepted policies and procedures
14. Ensure compliance with relevant laws and regulations and integrity of financial data
15. Make certain all financial reporting deadlines are met
16. Help oversee accurate and appropriate recording and analysis of revenues and expenses

Job Requirements

Education:

- Bachelor's Degree in Accounting or Finance from an accredited university.

Experience:

- Minimum of 5+ years' experience in cost accounting or Master's Degree with no less than 2 years of experience
- Knowledge of generally accepted accounting practices and principles
- Knowledge and experience of accounting systems and MS Office

Skill Requirements:

- Advanced Excel skills including but not limited to pivot tables, working with multiple sets of data for analysis, extracting data from a source database and manipulating the data for analysis, formulas, and preparing sheets for presentation.
- Excellent verbal, written communication, and interpersonal skills
- Strong analytical and accounting skills Excellent problem-solving skills and detail oriented.
- Good organizational skills and ability to prioritize multiple tasks in order to meet schedules.
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment

Skills Preferred:

- Familiarity with Microsoft NAV preferred
- Knowledge of auditing practices and principles

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *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.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Frequently is required to stand, walk, and sit. Minimal climbing and stooping required.
- The employee must occasionally lift 10 pounds and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.

Office/Sedentary Position

The working environment will generally be well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The employee should expect to be exposed to moderate noise levels such as business office computers and printers, light foot traffic, and telecommunications. Occasional overnight travel by land or air is expected. Travel to client's offices and Project sites may be required, periodically.