

## Job Description

### Cost Accountant

<b>Department:</b>	Finance	<b>Job Grade:</b>	Exempt
<b>Reports To:</b>	U.S. Controller/U.S. General Manager	<b>Job Location:</b>	Horseheads, NY

#### SUMMARY

Responsible for applying the systems and methods of cost accounting to ensure that the company's product costs and inventory valuation are accurate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Additional duties may be assigned.

- Ensures the processing of all transactions through the Cost Accounting system are accurate and in accordance with Corporate, Group, and GAAP policies (product costs, standard costs, and inventory valuation).
- Continually evaluates the systems and processes in place to ensure that the company has accurate product costs and that BPCS transactions accurately reflect the true cost of a particular item.
- Develops and recommends improvements to the existing cost accounting system.
- Provides cost data to the manufacturing and marketing groups for new products to ensure accuracy in the bill of material and in the material, labor, and overhead components of the standard cost.
- Analyzes changes in product design, raw materials, manufacturing methods, or services provided to determine effects on costs. Ensures these changes are incorporated into the cost accounting database.
- Uses actual manufacturing versus standard cost reports to determine ways to reduce variances and improve the accuracy of existing standards.
- Recommends cost efficiencies in new product layouts and works closely with Manufacturing Engineering to determine cost reduction opportunities.
- Prepares journal entries, metrics, and follow-up reports associated with the financial period close.

**BASIC DUTIES & RESONSIBILITIES** include the following. Additional duties may be assigned.

- Assists in forecasting, budgeting and monthly reporting as necessary.
- Provides information, as needed, to support the Finance Department's responsibility in reporting accurate and timely financial data.
- Promotes a safe work culture and ensures that personnel are adhering to the general safety rules and are trained in accordance to company policy.

#### SUPERVISORY RESPONSIBILITIES

This job requires no supervisory responsibilities.

#### TRAVEL

Occasional travel may be required.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting or 2 to 4 years of related experience and/or training, or equivalent combination of education and experience.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Job Description

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER SKILLS**

Basic knowledge of Microsoft Office, BPCS, and databases.

### **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.

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently move up to 10 pounds and occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, 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.

The noise level in the work environment is usually quiet.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_