

## Cost Accountant

**Reports To:** Financial Manager  
**Department:** Finance  
**FLSA Status:** Exempt



### **JOB SUMMARY:**

Position is responsible for the support of the Accounting Department's daily operations.

### **RESPONSIBILITIES/ACCOUNTABILITY:**

- Accurately entering financial information through established accounting system (Quickbooks).
- Analyzing accounting data and producing analytical reports for managements' review (cost of product and cost analyzing).
- Generating financial statements.
- Reconciling inventory, fixed assets and general ledger accounts.
- Assisting in preparing year end external audits.
- Performing other duties as may be assigned by your supervisor.

### **QUALIFICATIONS:**

1. Bachelor's degree or above in accounting or finance.
2. 3–5 years' experience in cost accounting financial work.
3. Accounting and financial systems knowledge (Quickbooks).
4. Possesses excellent document writing skills. Proficient computer skills and MS Office Software.
5. Has a comprehensive grasp of local and state laws, regulations, and policy and will master the company's local financial policies and procedures.
6. Valid Driver's License
7. Cost accounting and analysis.
8. Experience and knowledge of GAAP (Generally Accepted Accounting Principles).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements.
- Must have a team player attitude and have a commitment to SAFETY.
- Exercises independent judgment in the course of carrying out overall responsibilities.
- Accepts responsibility for the direction, control, planning and implementation of tasks.
- Ability to effectively use a computer for data entry, reporting and word processing.

### **PHYSICAL REQUIREMENTS:**

- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires employee to occasionally lift and carry heavy objects weighing 30-50 lbs.
- Requires occasional twisting when answering the telephone or typing at the computer.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
- Requires employee to use hands, arms, feet, legs, neck and head while performing Company tasks.

### **TRAINING EXPECTATIONS:**

Applicant should have knowledge and should be skilled in this field through education and work experience.

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.