



Senior Cost Accountant - Business Analyst

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: Chief Financial Officer

PRIMARY CHARACTERISTICS:

- Principles: Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- Confidentiality: Accountable to ensure that all data and protected information remain confidential at all times and is available to only those coworkers who have a need to know.
- Professionalism: Treats people with dignity and respect and always displays a pleasant demeanor when greeting guests.
- Teamwork: Desire to work as a member of a team. Shows appreciation for the problems and ideas of others. Has the ability to establish working relationships of trust, respect, and collaboration and shows the potential for organizational leadership.
- Continuous Improvement: Continues to improve software skills and stay current. Comfortable with identifying and bringing attention to areas of improvement within the cost accounting function and the QAD software environment.

KEY RESPONSIBILITIES - COST ACCOUNTANT:

- Apply the principles of accounting: According to GAAP, to establish and maintain the general accounting system, including preparation of reports and statistics reflecting assets, liabilities, earnings, profits, cash and other financial results.
- Annual Operating Plan: Create templates for entering data for sales plan for each entity and each business unit. Set up process for compiling all the information needed to set the annual overhead rates for each legal entity by work center. Set up process for compiling information needed to set labor rates for each legal entity. Run scenarios to review absorption based on updated rates for the estimated volumes in the annual operating plan.
- Cost Accounting (COGS): Works with Financial Services and Operations to accomplish the monthly written analysis and statistical summary reflecting changes in materials, labor, overhead and freight along with other cost variances credited from differences between standard cost and actual cost for all entities.
- Cost Accounting (Standard Cost): Works with Financial Services and Operations to develop and maintain our standard costs for all machined and assembled components. Review PPV monthly and report on significant variances. If significant PPV update material cost quarterly and roll up finished goods cost. Annually update OH and Labor rates in the system and roll costs for each legal entity prior to yearend.
- Inventory Accounting: Work with Operations to monitor and report monthly inventory activity. As a member of the inventory team, research and make decisions on the handling of excess/obsolete inventory. Calculate amount needed for obsolete inventory reserve for all entities.
- Project Accounting: Works with Finance, Engineering and Operations to establish, maintain, review and reconcile R&D, product and capital projects. Gather data for reimbursed Engineering projects. After project completion, move dollars to Revenue and COGS as needed. Provide required reports and accounting for purposes of monthly financial reporting and annual tax filing and audit.

- **Fixed Asset Accounting:** Records, depreciates and reconciles direct purchased fixed assets and internal built fixed assets. Provide required reports and statements for purposes of monthly financial reporting and annual tax filing and audit.
- **Special Projects:** May lead or be a key contributor to special projects development related to strategic business unit, customer, and product profitability analysis. Analyzes changes in product design, raw materials, and manufacturing methods to determine effects on cost.
- **Annual Audit/Review:** Responsible in providing accurate revenue cost, inventory, project and fixed asset information to outside CPA firm for annual financial statement.
- Other duties as assigned.

KEY RESPONSIBILITIES - BUSINESS ANALYST:

- Monitor ERP software and be a liaison for our software monitoring company
- Consult with area managers and Coworkers to identify and document business needs and objectives, identify problems, determine input and output requirements, data usage requirements and security requirements.
- Provide technical assistance in identifying, evaluating and developing systems and procedures.
- Perform ad hoc analysis and reporting when requested.
- Create or assist others in the writing of user documentation, instructions and procedures.
- Monitor and document post-implementation problems and revision requests.
- Prepare time and cost estimates for completing projects.
- Work closely with Systems team to support functional areas (ie Operations, Finance, Sales and Marketing and Engineering) so they can perform their daily duties without interruption
- Set up ERP new users and determine access while considering segregation of duties.
- Remove ERP user access timely after receiving employee updates from Human Resources

SKILLS REQUIREMENTS:

- Attitude of excellence, having a positive 'can do' attitude, a willingness to work hard to achieve goals, pride in your work, and a desire to do your best.
- Customer Focus
- Continuous Learning
- Time and Task Management
- Experience with applying general accounting principles
- Intermediate in the Microsoft Office Suite, Advanced Excel skills or "super user"
- Communication skills, organization skills and accuracy
- Has the ability and outlook to move a problem into the stage of corrective action. Can initiate steps for both immediate action and long-term prevention of problems.
- ERP System "super user"
- Stay current with Microsoft office and ERP system upgrades
- Proficient in standard cost accounting
- Data extracting experience from ERP system

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- A bachelor's degree in Accounting/Finance.
- Minimum of five years experience in a manufacturing environment as a Cost Accountant

PREFERED REQUIREMENTS:

- QAD (ERP system) experience with an emphasis on cost accounting
- Experience with ERP administration

PHYSICAL REQUIREMENTS:

- May be required to sit or stand for longer periods of time.
- Office Setting
- Domestic and international travel occasionally (coach class)