

Cost Accounting Assistant

Reports To: Cost Accountant

Department: Finance

FLSA Status: Non-Exempt



JOB SUMMARY:

Assists in daily operations of accounting department. Performs routine calculating, posting and verifying to obtain primary financial data for use in maintaining accounting records.

RESPONSIBILITIES/ACCOUNTABILITY:

- Accounting, data entry, auxiliary accounts and filing.
- Coordinate physical inventory counts and cycle counts
- Investigate cycle counting variances and resolve issues
- Update actual costs in the bill of materials
- Validate the cost of goods sold as part of the month-end close
- Accumulate and apply overhead costs as required by generally accepted accounting principles
- Performing other duties as assigned by your supervisor.

QUALIFICATIONS:

1. High school diploma/GED
2. Valid Driver's License
3. A minimum of 3-5 years' experience in inventory counts, cost accounting or related work.
4. Cost accounting in manufacturing experience a plus.
5. Ability to use QuickBooks Enterprise system efficiently.
6. Associate Degree in Accounting/Finance a plus.

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 work outside or in manufacturing areas supervising/participating in inventory counts.
- Ability to work in heat, cold, dust, noise/vibration, confined space and outdoor conditions.
- 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. 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.