

POSITION: Cost Accountant	
DEPARTMENT: Cost Accounting	STATUS: Exempt
LOCATION: Agawam MA	
THIS POSITION REPORTS TO: Cost Accounting Manager	
WHO REPORTS TO THIS POSITION: N/A	

GENERAL SUMMARY:

This position is responsible for accounting activities for specific operating locations; including but not limited to inventory control, accounts payable, payroll, inventory costing, budgeting, reporting and analysis of operations and standard cost variances.

ESSENTIAL JOB FUNCTIONS:

- Establishing site budgets
- Coordinate accurate inventory controls, cycles, and resolve variances
- Accurately process month-end close
- Working with sites and local management
- Developing good rapport with site and local personnel

KNOWLEDGE, SKILLS AND ABILITIES:

- Understand of inventory control and costing
- Ability to analyze variances and root cause. Able to make recommendations based on analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Microsoft Office suite
- Able to work independently
- Good organization and ability to prioritize tasks
- Ability to work well with less than perfect information
- Occasional travel to site location

EDUCATION AND EXPERIENCE:

- B.S. Accounting or equivalent
- Previous experience with ERP system
- Manufacturing operations experience is a plus

ADDITIONAL REQUIREMENTS:

- Confidentiality of privileged information must be maintained
- Must be dependable and consistent attendance is required
- May be required to work alternate hours during peak business season and at month-end.
- 2 – 5 years production accounting experience

WORK ENVIRONMENT

- Typical of a standard office environment. Noise level is generally quiet.

PHYSICAL DEMANDS:

- Sitting and using office equipment (computers, telephones, calculators, copiers) for prolonged periods of time.
- Lifting requirements generally under 25 lbs.