



## JOB DESCRIPTION

Job Title:	Cost Analyst		
Department:	504 - Accounting	Reports to:	Controller
Status	Exempt/Salary	Revision Date:	February 1, 2023

**SUMMARY:** This position is responsible for reporting detailed and accurate cost and financial analysis to support business operations and decision-making. Compares inventory record against physical count; investigates inaccuracies and makes recommendations for corrective action. As a key member of the financial team, this position will also be involved in the budgeting process and month end closing process. Applies principles of cost accounting to conduct studies which provide detailed cost information not supplied by general accounting systems.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the new item set up and maintenance of the standard costing system.
- Coordinate the weekly reconciliation of cycle counts of Finished Goods and Raw Materials inventories.
- Monitor all inventory locations for transactions accuracy.
- Calculate and record month end inventory and cost journal entries.
- Participate in inventory related projects.
- Report on material usage and related variances.
- Coordinate physical inventory counts and cycle counts.
- Investigate cycle counting variance and resolve issues.
- Update standard costs in the bill of materials.
- Review standards and actual cost for inaccuracies.
- Validate the cost of goods sold as part of the month end close.
- Accumulate and apply overhead costs as required by GAAP.
- Work with Purchasing and Manufacturing to review all obsolete inventory in all sub-inventories.
- Conduct ongoing process constraints analysis.
- Report on break-even points by products, by operating units.
- Report on margin by product and division.
- Perform other duties as required or requested.
- Support Sales team when needed to validate new quotes.
- Works with Engineering group to calculate ROI on all capital projects.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree (B.A.) from four-year college or university; five or more years' related experience in cost accounting and/or training; or equivalent combination of education and experience.
- General ledger or Financial Accounting experience required.

### **QUALIFICATIONS:**

- Must have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Excellent verbal and written communication skills in English.
- Must be proficient in MS Excel and should have knowledge of manufacturing software.
- Experience of SAP preferred or comparable ERP system.
- Experience in Manufacturing required.

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**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work environment consists of spending 50% of the time in an office setting and 50% of the time in a manufacturing setting where there may be exposure to noise, varying temperatures, and airborne particles.

Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses (as needed)		Protective Clothing
X	Hearing Protection (as needed)		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing			X	
Walking			X	
Sitting			X	
Use hands to handle or touch			X	
Use fingers to pinch or grasp			X	
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

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	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion		X		
<b>Tools or Equipment Used</b>	<b>Time Spent</b>			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Computer			X	

<b>Travel Required</b>	<b>% of Time</b>
Domestic	0%
International	0%

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Precis is an Equal Opportunity Employer.*