



Position Title: Cost Accounting Specialist, Salaried, Exempt

Reports To: Jessica Rowden, Assistant Controller

Position Summary:

Leading manufacturer of mechanical jacks and actuators is seeking an Cost Accounting Specialist responsible for daily oversight and analysis of operating costs related to labor, raw materials, outside services, overhead and inventory in an average costing environment. This position will assist with maintaining the perpetual inventory and work in process to ensure the accuracy of average costing in the Epicor ERP system.

Essential Duties and Responsibilities:

- Ensure validity and accuracy of manufacturing costs through variance analysis, internal audit, and coordination with Purchasing, Scheduling and Production.
- Assist with performing month end close activities related to Cost Accounting.
- Complete and continuously refine a daily process to review costing and production activities within the Epicor ERP system:
 - Monitor/correct work in process (WIP):
 - Ensure materials are properly picked
 - Ensure labor entries are proper
 - Monitor inspection and defective material reporting
 - Ensure proper completion of jobs (receipt to inventory or shipment to customer)
 - Execute job closing after validation of costs and quantities
 - Ensure the validity of average cost for all inventory on hand.
 - Review plant labor entries for reasonableness and accuracy.
- Assist the Plant Manager with analysis of efficiency rates for labor and machines.
- Participate in physical inventory verifications.
- Oversee cycle counting and assignment of ABC codes.
- Assist with periodic analysis of scrap and inventory obsolescence.

Qualifications & Requirements:

- 2 or 4 year degree in Accounting or Finance.
- Superior excel skills including pivots and vlookups.
- Able to communicate effectively with all levels of the organization.
- Strong analytical skills.
- Must be able to work both independently and as part of a group.
- Flexibility to travel to plant locations in Portland, IN and Newington, CT.
- The candidate should be a self-starter, eager to learn and have strong communication skills to work with internal customers. Will work in an office environment but is expected to be highly familiar with all production operations and physical inventory.
- 2-4 years experience, preferably in the manufacturing environment.