

Job Title:	Cost Accountant	Reports to:	Director of Finance
Department:	Finance/Accounting	Travel Required:	0%
Location:	Marinette, WI	Direct Reports:	0
Status:	Full-Time	Classification:	Non-Exempt
Revised:	11/16/2018		

GENERAL SUMMARY:

- Responsibilities include developing analytical tools to help support the company’s objective. Areas of focus include, Cost of Goods Sold, variance analysis and working with other departments to analyze business performance and support them in making fact base decisions. The Cost Accountant assists in ensuring that the company’s accounting practices satisfy the highest ethical requirements, as must his or her own behavior.

ESSENTIAL JOB FUNCTIONS:

- Maintain standard cost system, including material costs, used for inventory valuation and providing a basis for manufacturing variance measurements
- Develop standard policy and procedures for all costing functions that can be used on a company-wide level.
- Work with operations to report production and inventory transactions accurately and in a timely manner.
- Develop and generate useful tools for the operations area for variance analysis and COGS expenses.
- Create standard work around Purchase Price Variance and review as needed.
- Organize and perform standard cost roll activity.
- Prepare cost quotes or cost analysis for engineering and sales/marketing on existing or new aftermarket business opportunities.
- Actively participate in Period-end and Year-End closes.
- Assist in annual budget for labor/production reporting, PPV analysis, overhead analysis, etc.
- Continually work to gain an understanding and knowledge of the business and systems in an effort to actively participate in Winsert Inc.’s commitment to continuous improvement in all areas of operation.
- Adhere to Winsert Code of Conduct.

SECONDARY JOB FUNCTIONS:
<ul style="list-style-type: none"> • Assist in evaluating the effectiveness of internal controls and implements changes in consultation with the Director of Finance. • In concert with the Director of Finance, enhances and/or develops, implements, and enforces policies and procedures by way of systems and processes that will improve overall operations, efficiency and effectiveness. • All other duties as assigned.
KNOWLEDGE, SKILLS, AND ABILITIES:
<ul style="list-style-type: none"> • Knowledge, training and experience of accounting and auditing standards and regulations. • Ability to use software employed to quantify and illustrate complex financial reports. • Ability to establish, manage and enforce financial control systems, policies, and procedures. • Ability to gather data, analyze and compile information, and prepare reports. • Ability to effectively communicate and collaborate with a wide range of coworkers. • Must have excellent time management skills, problem-solving skills, and the ability to handle multiple tasks. • Strong organizational skills and attention to detail required. • Proficiency in computer programs such as Access, Word, Excel, TCM, and Outlook. • Excellent verbal, analytical, organizational and written skills. • Must get along with others.
PHYSICAL DEMANDS:
<ul style="list-style-type: none"> • Must be able to actively move through office space to work with staff. • Vision must be correctable to allow reading/viewing of documents and computer screen. • Hearing must be correctable to allow extensive use of telephone and voicemail as well as participate in discussions among large groups. • Hand-eye coordination, manual dexterity. • Prolonged sitting, with some standing, bending, stooping and stretching.
EDUCATION AND EXPERIENCE:
<ul style="list-style-type: none"> • Bachelor degree in Finance, Accounting or related field. • 3-5 years of experience in manufacturing work environment. • Related experience in Cost Accounting / Financial Analysis. • Proven track record of high quality results achieved through ongoing cost improvement, process innovation, and customer focus.