

Job Title: Cost Accountant	Date Created: 05/2016	Business Unit: Bettis Actuation Technologies		
Functional Area: Accounting	Exempt or Non-Exempt Exempt	Job Code:	Salary Grade: 33	Job Location: Lawrence, MA

I. Responsibilities:

The Cost Accountant analyzes manufacturing processes and costs to establish standard labor, material and overhead associated with the product. She/he assists managers by identifying opportunities for cost containment and outsourcing; projects gross margins to aid in pricing decisions; completes month end journal entries; manages the cost reduction scorecard; supports taking of physical inventory and / or cycle counting.

Responsibilities include:

- Analyzes manufacturing costs to establish standard labor and overhead rates for coming year
- Analyzes shop work order costing and works with the management team to understand / report significant variances
- Prepares monthly reports, including gross margin report, inventory and operating expense variance reports, Cost Accounting Report (CAR)
- Uploads Hyperion Financials and assists with President's Operating Report (POR)
- Reconciles inventory monthly and prepares month end cost, inventory journal entries and other month-end close transactions
- Assists Sales organization in projecting gross margins for projects and new products
- Assists Marketing with Price Book updates
- Assists in annual budget preparation
- Completes month-end Hyperion data entry and financial analysis
- Completes the E&O (Excess & Obsolete) model quarterly
- Tracks and reports site Cost Reductions via the scorecard
- Coordinates annual Physical Inventory process and oversees Cycle Count program
- Participates in Operations Management team meetings (Lean Manufacturing, Process improvement, Cost Reduction)
- May perform other duties as assigned

II. Knowledge, Skills and Abilities:

- Bachelor degree in Accounting
- Minimum three years experience in a manufacturing environment
- Demonstrated excellent oral and written communication skills
- Demonstrated ability to plan, organize and multi-task in order to meet deadlines
- Proficient in the use of Microsoft Applications

III. Lominger: (Include at least 3 but not more than 5 competencies)

1. **Dealing with Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
2. **Business Acumen:** Knowledgeable in current and possible future policies, practices, trends and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace

3. **Composure:** Is cool under pressure; does not become cynical, moody, or hostile when times are tough; is considered mature; can be counted on to hold things together during tough times; can manage personal stress; is not knocked off balance by the unexpected
4. **Action Oriented:** Enjoys hard work; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of acting with a minimum of planning; seizes opportunities when they arise.

IV. Relationship:

The Cost Accountant reports to the Site CFO, with a dotted line to the NA Cost Accounting Supervisor.

This job description is intended to describe the general overall nature and level of work being performed; and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of the minimum levels of knowledge/skills/abilities and education/experience to perform this job successfully.