



## Job Description

Position Title: Cost Accountant	Department: Finance	Date: 02/26/07
Position Reports to: Controller		

### I. Overview:

Responsible for product costing, variance analysis, inventory reporting and fixed asset accounting.

### II. Responsibilities:

1. Gather information needed from various departments and set up all new part numbers in the computer system. Review bills of materials and routings for accuracy and enter in the system. Calculate annual standard labor and overhead rates for each manufacturing process by location.
2. Compile cost data for preparation of annual budgets including estimates of standard cost increases for the following year. Update frozen standard costs annually.
3. Analyze manufacturing variance accounts each month and prepare reports.
4. Prepare cost estimates for new products and product changes.
5. Review raw material and packaging standard costs for accuracy on an annual basis. Review purchase price variance accounts monthly.
6. Review monthly cycle count reports for large variances. Monitor inventory levels for negative quantities and errors. Review Slow Moving and No Activity reports for potential write offs. Ensure un-saleable and discontinued items are disposed of, written off or reserved for as appropriate.
7. Assist in calculation of cost savings for budget and measurement of actual savings.
8. Reconcile perpetual vs G/L inventory balances on a monthly basis. Prepare monthly inventory turns report
9. Serve as backup to the Accounting Assistant in all G/L transaction posting, standard journal entries and account reconciliations.
10. Maintain records of approved capital projects including copies of all invoices for fixed assets. Enter new capital projects in the computer system. Record all approved asset disposals. Reconcile fixed asset accounts to fixed asset system subsidiary records each month. Review depreciation calculations. Prepare depreciation estimates by G/L account for the annual budget.

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11. Prepare annual property tax returns for all locations. Keep up to date with local property tax forms, exemptions and tax changes. Review assessments and coordinate payment of property taxes. Reconcile property tax accrual account. Prepare annual budget for property taxes for all locations.
12. Act as a resource to Operations regarding all accounting issues, reporting and analysis.
13. Perform other directly related appropriate duties as assigned.

### III. Requirements:

1. 2 - 5 years professional experience in cost accounting preferably in a process manufacturing environment.
2. Bachelor's degree in accounting required.
3. Experience with ERP software required (JD Edwards preferred).
4. Bending and reaching to file. Infrequent ability to lift up to 20 pounds.

### IV. Skills:

1. Must be well organized, detail oriented and good with numbers.
2. Good interpersonal skills.
3. Strong verbal and writing skills.
4. Self starter.
5. Intermediate computer skills with Microsoft Office (Word, Excel, PowerPoint and Access) and AS400.

### V. Travel:

15%.

Reply in confidence to Human Resources, at [humanresources@laticrete.com](mailto:humanresources@laticrete.com)