



## POSITION DESCRIPTION

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**POSITION TITLE:** Cost Accountant

**DEPARTMENT:** Finance

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**REPORTING RELATIONSHIPS**

**FLSA Status:** Non-Exempt

**POSITION REPORTS TO:** Accounting Manager

**POSITIONS MANAGED:** None

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**POSITION PURPOSE**

This individual is responsible for the ongoing analysis of process constraints, target costing projects, margin analysis, and tracing costs back to underlying activities. Responsibilities will specifically be focused on constructing and monitoring those cost-effective data accumulation systems needed to provide an appropriate level of costing information to management. This individual is also responsible for creating and review the controls needed for data accumulation and reporting systems. This person will also assist with the annual audit and be responsible for contributing to a positive team atmosphere.

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**PERSONAL ATTRIBUTES & QUALIFICATIONS:**

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

1. BS/BA degree in Accounting
2. 4+ years of Cost Accounting work experience.
3. Requires experience with inventory, product cost, bill of materials, and work orders in a manufacturing environment.
4. ERP experience, preferably SAP.
5. Requires good written and verbal communication skills.
6. Requires strong analytical skills

**JOB DUTIES:**

1. Work with Plant Manager and Operations Team to develop effective and efficient month end close process as it relates to inventory and cost accounting processes
2. Provide senior management effective understanding and analysis of inventory and COGS actual results, budget development, and variance reporting. Effectively tell the story of significant drivers affecting COGS
3. Lead and establish annual plant operating budget including among other things: labor and overhead costs, spending costs, launch, inventory and related costs
4. Partner with the Operations team to understand material cost drivers and to develop and implement ongoing cost savings strategies, and benchmarking
5. Partner with the Operations and Finance teams to review cost drivers
6. Partner with Procurement team to support costing, supplier claims and track payments, manage monthly inventory and COGS analyses

**Cost Accountant**

7. Manage COGS functions, including inventory transactions, gross margin analysis, and variances. Provide detailed inventory reconciliation and COGS analytics
  8. Support cycle count and physical inventory process, and support annual external audits
  9. Perform month/quarter end close activities related to Cost Accounting
  10. Reviewing bills of material to ensure accurate invoicing and product costing
  11. Partner with the Operations team to understand material cost drivers and to develop and implement ongoing cost savings strategies, and benchmarking
  12. Perform detailed analysis of PPV account and other manufacturing variance accounts
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Completes appropriate amount of projects within the given timeframe.
3. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Customer Orientation** – Views the organization through the eyes of the customer, anticipates and meets customer needs, solicits customer feedback to improve service, responds promptly, and effectively manages difficult or emotional customer situations
5. **Patience** – Allows others to make mistakes without a negative reaction, allows others to learn or understand at their own pace, listens to others before forming a response, and takes the necessary time to work through obstacles.
6. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
7. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
8. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
9. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.

10. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
11. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily
12. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

#### SIGNATURES

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This job description has been approved by all levels of management.

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.