



Job Description – Cost Accountant

Job Title:	Cost Accountant	Level:	
Department/Group:	Accounting	Job Category/EEO-6:	
Location:	Franksville	Position Type:	Accounting
Salary Range:	\$41,000-\$58,000	FLSA Status:	Exempt

Job Description

SUMMARY: WM Sprinkman provides product in accordance with a customer’s specifications and the price quoted is closely tied to estimated cost. Reporting to the Chief Financial Officer, the Cost Accountant role is to maintain and control job cost by collecting and recording direct costs (materials, labor and subcontract services) and allocating indirect costs using a sound application methodology. Project cost reports comparing actual costs to-date vs. estimated costs as well as forecasted costs are distributed monthly. Reporting is critical to keeping the project manager and management aware of each project’s progress as well as sound an alert when cost overruns will lead to reduced profitability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Establish and maintain customer projects in the accounting system including project (job) estimate, contract and change order information utilizing data from the quote, sales order, purchase orders and project manager updates
- Record actual job costs based upon materials supplier invoices, payroll labor reports, service provider billings and field installation expense reports.
- Analyze factory overhead cost drivers and develop a methodology for allocating these costs to specific jobs. Monitor actual versus absorbed factory overhead on a monthly basis and together with the Chief Financial Officer (“CFO”), determine if the allocation methodology should be adjusted.
- Calculate and monitor standard costs for inventory valuation, project estimating and job costing purposes. Review stock aging for determination of obsolete and/or excess inventory write off.
- Perform month-end accounting activities such as closeout completed customer projects (jobs) by ensuring all material, labor and outside service costs are recorded, reconciling inventory and related reserve balances to the general ledger, and analyzing variances and cost of goods sold. Coordinate these activities with the Financial Accountant in support of timely issuance of financial statements.
- Create and distribute detailed monthly job cost reports to project managers which include actual and estimated costs to-date as well as projections to complete. Communicate project completion rates to the CFO to facilitate timely and accurate progress billing to customers.
- Provide financial support to other functional areas of the Company:
 - Manufacturing - works with the plant manager and production staff to identify cost savings projects, analyzes and forecasts the impact on the cost structure if implemented, and assists in the development of the business case-cost-benefit analysis for capital investments
 - Inventory Control – investigates inventory adjustments resulting from periodic cycle counts and annual physical inventory
 - Purchasing - analyzes purchase price variances & monitors material price trends to support price negotiations with vendors



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SUPERVISORY RESPONSIBILITIES:

- None

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or Business Administration required.
- 3-6 years demonstrated experience working in cost accounting, reporting, and cross team collaboration within a manufacturing environment required. Job cost experience a plus.
- Excellent analytical and reasoning skills, plus excellent organization skills required.
- Knowledge of ERP and accounting systems; experience with Microsoft Office Suite required. MAS 200 or SAGE 100 experience is highly desirable.
- Excellent verbal and written communication skills.

LANGUAGE SKILLS: Good grammar and diction. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percent and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Additional reasoning ability: None

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Additional Physical Demands: None

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Reviewed By:		Date:	Click here to enter a date.
Approved By:	J. Lema	Date:	July 22, 2016
Last Updated By:		Date:	