**Job Title:** Cost Analyst

**Department:**  Accounting

**Reports to:**  Director of Accounting

**Supervisory Responsibility:** No

**FLSA Status:**  Exempt

**Physical Demands:** Level I

**Job Summary:** Responsible for functioning as business support person to the plant and financial management team. Responsible for maintaining plant level costs and control including cost accounting, bill of material audits, and cost analysis. Works closely with manufacturing to understand issues and how they impact the financial results as well as educate/inform department(s) on cost drivers and variances.

**Essential Duties and Responsibilities:**

* Interact with Production Control to ensure Bills of Materials (BOM) are accurate and up to date
* Review and audit BOM’s to ensure they reflect the latest manufacturing practices
* Analyze actual labor, material, and overhead cost against Standard/Budget
* Research and explain variances and report information monthly or as needed
* Work with the Accounting department to implement and apply cost accounting policies and procedures as they are derived
* Support Comptroller’s efforts for implementing and maintaining internal controls for operations, sales, engineering, and finance
* Develop new labor and overhead rates, budget, and forecasts
* Review and reconcile plant data for meaningful reporting and identify deviations
* Apply accounting principles to projected or pro forma financial models
* Act as liaison with financial staff, as required
* Focus on continuous improvement and the elimination of non-valued activities
* Reconcile G/L accounts to ensure reporting accuracy
* Supervise multiple simultaneous priorities and projects.
* Transfer knowledge down into, and across, the financial and manufacturing organizations
* Perform ad hoc product/plant cost analysis to support the operations
* Support cross-functional plant management team
* Support month-end close and special projects as requested
* Adhere to all company policies, procedures and Standard Code of Conduct
* Maintain regular and prompt attendance
* Perform other duties as assigned

**Required Skills**

* Minimum 3 years of progressive cost accounting and analysis experience with a major manufacturing organization.  A strong emphasis should be put on knowledge of management accounting, cost and inventory accounting, and GAAP
* Strong analytical and financial modeling skills
* Strong IT aptitude to deliver effective desktop, utilize business warehouse tools and MS Excel and PowerPoint for analysis and presentations
* Strong sense of customer service
* Excellent interpersonal skills with the ability to build relationships across plant and functional organizations
* Excellent communication and presentation skills
* Ability to manage projects, work independently, and communicate effectively to all areas and levels of the location
* Ability to read and understand financial statements and footnotes
* Be able to use personal judgment and discretion frequently on the job

**Educational/Certification/License Requirements**

* Bachelor’s degree in Accounting or Finance

**Level I Physical Demands**

Following are descriptions of five terms on which physical demands are expressed:

**Seldom: not at all to once per workday.**

**Occasionally: up to 1/3 of the workday.**

**Frequently: up to 2/3 of the workday.**

**Constantly: 2/3 or more of the workday.**

**WNL: Within Normal Limits**

* **Stand**: SELDOM - standing and sitting as necessary to complete task performed.
* **Walk**: OCCASIONALLY between workstations or to obtain parts and supplies.
* **Sit**: FREQUENTLY TO CONSTANTLY
* **Lift**: May lift smaller items on a FREQUENT to CONSTANT basis throughout the day. May OCCASIONALLY to FREQUENTLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
* **Carry**: May OCCASIONALLY lift and carry up to 10 pounds for short distances. May lift and carry up to 20 pounds on an OCCASIONAL basis.
* **Push/Pull:** SELDOM/NEVER
* **Controls**: CONSTANTLY - Controls include office equipment, and keyboards.
* **Climb**: OCCASIONALLY TO FREQUENTLY - The worker may be required to use a flight of stairs or a step stool.
* **Balance**: Within normal limits.
* **Bend/Stoop**: SELDOM/OCCASIONALLY at waist level if retrieving a dropped item. The worker may slightly bend at the neck level on and CONSTANTLY to FREQUENT basis while working on computer or office equipment.
* **Crouch**: Not a required physical demand of this position.
* **Twist**: May OCCASIONALLY be required at neck or waist levels to accomplish various tasks from either a seated or standing position. Can be regulated by use of proper body mechanics and positioning. In addition, the worker will CONSTANTLY twist at the wrists when working on keyboard or office equipment.
* **Knee/Crawl**: Not a required physical demand of this position.
* **Handle/Grasp**: Not a required physical demand of this position.
* **Fine Manipulation/Fingering**: Not a required physical demand of this position
* **Reach: Floor to Waist Level:** SELDOM to OCCASIONAL to retrieve items located below waist level. Waist to Shoulder Level: FREQUENT with minimal extension to retrieve supplies from workstation. Shoulder Level to Overhead: SELDOM to OCCASIONAL, may be performed with either hand.
* **Vision**: Normal to corrected vision is required.
* **Talk/Hear:** The worker should have the ability to communicate effectively with co‐workers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Barn Light Electric is an equal employment opportunity employer.***

**Acknowledgement**

I have received, reviewed, and fully understand the above job description. I attest that I am capable of fulfilling the satisfactory execution of the essential duties and physical demands described herein, under any and all conditions as described.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_