



**KONDEX CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Cost Accountant  
**DATE:** May 2022  
**REPORTS TO:** Assistant Controller

**POSITION PURPOSE/MISSION:**

As a key member of the Finance Team, perform complex and diversified cost accounting work on units and components having somewhat extensive and involved operations and procedures.

Provide direction and assistance to Management and various departments by developing product and process cost estimates, as well as budgeting, cost monitoring, and margin and variance analyses needed for planning, controlling, and decision-making.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

1. Performs product and process cost estimations and analyses, and new product cost development, such as those involved in "make or buy" and outsource vs. in-source decisions.
2. Leads annual product cost roll process including calculating, reviewing and analyzing raw material costs, machine and labor hours, overhead costs and allocations, production rates, manufacturing process changes, scrap rates, run sizes, set-up, margin, etc.
3. Performs cost variance analyses, investigates reasons for variances and communicates results.
4. Provides cost and margin analyses for Finance and other departments.
5. Develops and verifies data relevant to costs and margins.
6. Reviews all Document Change Requests for accuracy, completeness, and gross margin requirements.
7. Works closely with Manufacturing and Engineering to ensure product routings and bill of materials reflect current processes.
8. Works closely with Information Systems to ensure data integrity for proper statement of inventory and gross margin.
9. Completes capital asset request payback analysis and cash flow impacts.
10. Calculates and reviews inventory revaluation for significant variances.
11. Compiles periodic reports, set-up and maintain cost records and files.
12. Compiles and completes "postmortems" on select capital and enterprise improvement projects.
13. Special projects.

**POSITION CHALLENGES:**

- Working with multiple departments and/or individuals to get a complete understanding of product, process, or situation.
- Prioritizing multiple projects/tasks which may all have high priorities and tight timelines.

**SUPERVISION EXERCISED:**

- None

**INTERNAL RELATIONSHIPS:**

- Assistant Controller, Accountants, Manufacturing, and Engineering.

**EXTERNAL RELATIONSHIPS:**

- Suppliers and Auditors

**QUALIFICATION REQUIREMENTS:**Minimum Technical Qualifications:

- Bachelor's degree in Accounting or Finance.
- Three to five years of cost accounting experience in a manufacturing environment.
- Ability to create, follow, and explain bills of material, routings and overhead.
- Strong analytical and technical financial skills.
- Demonstrated ability to work with minimal information/direction and gather information and knowledge to build a case.
- Strong Excel skills, preferably at an advanced level (pivot tables, V Look-up, What If statements, etc.)
- Working knowledge of other Microsoft Office applications.

Preferred Technical Qualifications:

- Prior cost accounting experience in a manufacturing environment.
- Experience with implementing ERP systems.

Required Behavioral Competencies:

1. High Standards
2. Results Orientation
3. Adaptability
4. Active Communication
5. Initiative
6. Integrity
7. Flexibility
8. Problem Solving & Decision Making
9. Relationship Building
10. Composure
11. Self-Objectivity

**CULTURE:**

- Follows Kondex Values & Beliefs

**TRAVEL:**

- Minimal

Kondex is an Equal Employment Opportunity Employer