



Job Title: Cost Accountant

Department: Accounting and Finance

Reports to: Controller

FLSA Status: Exempt

Job Summary

The Cost Accountant is responsible for supporting the integrity and accuracy of the company's cost accounting processes in a fast-paced manufacturing environment. This role focuses on maintaining standard costs, analyzing production and purchasing variances, supporting inventory accuracy, and contributing to financial reporting and operational decision-making.

The Cost Accountant works cross-functionally with Operations, Engineering, and Supply Chain to ensure accurate product costing, identify opportunities for cost improvement, and support efficient manufacturing processes. This position plays a key role in monthly close activities, inventory management, and continuous improvement initiatives to support overall profitability and operational performance.

Essential Duties and Responsibilities

Cost Accounting & Analysis

- Maintain and review standard costs within the Oracle ERP system, ensuring accuracy and alignment with current production processes
- Analyze production, labor, and purchase price variances; identify trends and provide actionable insights
- Assist in preparing and analyzing monthly Gross Margin reports
- Support cost analysis for new products, process changes, and manufacturing improvements
- Partner with Engineering and Operations to understand cost drivers and improve cost accuracy

Inventory & Manufacturing Support

- Assist with planning and execution of annual physical inventory and ongoing cycle counts
- Analyze inventory variances and research root causes
- Support accurate inventory valuation and cost roll-ups
- Work with Supply Chain and Production teams to ensure alignment between inventory, costing, and production data

Financial Reporting & Close Process

- Support monthly, quarterly, and year-end close activities
- Support journal entries and assist with account reconciliations for assigned balance sheet accounts
- Provide analysis and explanations of cost-related variances for financial reporting



- Assist in maintaining accurate and timely financial data for management reporting

Budgeting & Forecasting Support

- Assist in the preparation of the annual budget, including cost modeling and historical analysis
- Analyze cost trends and provide insights to support forecasting and planning
- Support ongoing financial analysis to identify cost-saving opportunities

Systems, Documentation & Continuous Improvement

- Utilize Oracle ERP and Microsoft Excel to manage cost data and reporting
- Maintain organized and accurate cost accounting documentation
- Ensure compliance with accounting standards, internal controls, and company policies.
- Identify opportunities for process improvements in costing, reporting, and inventory management
- Support ad hoc financial analysis and reporting requests from management

Desired Qualifications

- Bachelor's or Associate's degree in Accounting, Finance, or related field; or equivalent experience
- 3–5 years of experience in cost accounting or general accounting, preferably in a manufacturing environment
- Experience with ERP systems required; Oracle experience preferred
- Proficiency in Microsoft Excel and Office Suite
- Strong analytical, organizational, and problem-solving skills
- Ability to work cross-functionally with Operations, Engineering, and Supply Chain teams
- Ability to manage multiple priorities and meet deadlines in a dynamic environment
- Strong attention to detail with a focus on accuracy and data integrity
- Effective written and verbal communication skills
- Proven ability to work effectively with all levels of the organization, from plant floor to executive leadership