



TITLE: Accountant – Cost Accountant
DEPARTMENT: Accounting
LOCATION: Parsons, KS
REPORTS TO: CFO

POSITION DESCRIPTION

The role of Accountant – Cost Accountant is to perform a variety of professional level accounting duties, primarily cost accounting, to prepare, maintain, analyze, verify, and reconcile financial transactions and reports to ensure accuracy, completeness, and conformance to reporting and procedural standards.

DUTIES & RESPONSIBILITIES

- + Generate and analyze various internal accounting reports, including month-end Gross Margin reports, Sales Order Gross Margin reports, Rework Reports, Budget vs Actual Reports, and Internal Financial Schedules
- + Reconcile detailed Inventory Reports to GL
- + Analyzes Variance Accounts and makes necessary corrections to inventory values
- + Review Daily Labor report for correctness of recording labor
- + Reconcile accrued labor for timeclock employees to payroll for same employees for each pay period
- + Develop an in-depth knowledge of the cost flow throughout the ERP system
- + Develop a thorough understanding of the cause and effect of various transactions within the ERP system and communicate them to other users as necessary.
- + Trouble shoot ERP system errors
- + Ability to meet communicated schedules and deadlines.
- + Assist in monthly and year-end closing process.
- + Assist in providing schedules and supporting documentation as a part of year-end audit.
- + Update documentation for various accounting processes
- + Cross train in other accounting functions to serve as backup during absences.
- + Other accounting duties as assigned, including special projects.

THE PEOPLE, PARTS AND SYSTEMS THAT KEEP THE LINE MOVING.

IMPORTANT QUALITIES

- + Must be able to work under minimal supervision. Ability to work in both a team atmospheres or as a self-starter is a must.
- + Critical-thinking skills. Able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- + Math skills. Must be able to analyze, compare, and interpret facts and figures.
- + Interpersonal skills. Must work closely with other departments, employees, customers, and executive team. Excellent written and oral communication skills.
- + Detail oriented. Must pay attention to detail when compiling and examining documentation. Understands everything leaving our facility (including invoices) is a representation of the employees, company, and reputation.
- + Continuous education driven. Looking to improve every day and leading by example.
- + Proficient Analytical skills. Must be able to understand ERP system and how operational processes and transactions affect the general ledger.

EXPERIENCE/KNOWLEDGE

Bachelor's Degree in Accounting or Business related field required. Cost Accounting experience within manufacturing accounting is required. CMA preferred. Experience with Microsoft Office Excel and ERP software required. Thorough knowledge of accounting procedures and principles in accordance with GAAP required.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, printers, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time position. Typical days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. Some flexibility in start and end time is allowed; but, should be a set schedule.

TRAVEL

Minimum travel between locations will be expected.

WORK AUTHORIZATION

Applicants must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Magnum Systems' policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. Magnum Systems is proud to be a drug-free workplace.

THE PEOPLE, PARTS AND SYSTEMS THAT KEEP THE LINE MOVING.