

Rejuvenate

Accounting Department Job Description

Position **Accountant - Cost Accounting**
Reports to **Department Manager**

Overview

The qualified individual will be trained to maintain for and provide facts to the company concerning the purchase and landed cost of the items that the company buys. Reliably maintained up-to-date records for the company's cost accounting system is the goal. Timely communications to Payables, the Purchasing, Sales, and Operations Departments, as well as to management, is a critical aspect of this position.

Analyze inventory costs and cost trends. Provide facts and details necessary to the company for forecasts and analytic purposes.

Duties and Responsibilities

- A. The Accounting Dept.'s Cost Accounting Worksheet that is assembled in an Excel workbook is the hinge pin of the company's cost accounting system. Its timely, accurate maintenance and update is a primary responsibility.
- B. A focus on improvement and development of the cost accounting systems is an ongoing necessity. Facilitating this with an eye toward efficiency is required.
- C. Train to and become familiar with and competent in other aspects of the Accounting Dept.'s work.
- D. Provide analysis of inventory costs and trends by location and inventory types for forecasting and variance analysis.
- E. Determine annual standard costs for analytical purposes and deviation alerts.
- F. Communicate deviation alerts and anomalous observations timely and appropriately.
- G. Compile manufacturing cost data and transactional reports for analysis.
- H. Track overhead costs and their allocation in the accounting system.
- I. Monitor internal controls consistent with company policy. Timely report anomalous events.
- J. Provide data for profit margin review processes to facilitate maintenance and adjustments as may be required.
- K. Facilitate physical inventory counts and audits.



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- L. Review and approve journal entries and account reconciliations, ensure month end reporting activities are performed timely and accurately.
- M. Support internal and external audits.
- N. Assist in budgeting and forecasting process.



Job Requirements

1. Education and experience necessary to bring competence in these duties to the Accounting Department.
2. Communication skills, both written and verbal.
3. Proficient familiarity with Microsoft Office and willingness and capability to learn and utilize Eden Food's software programs.

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their immediate supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.