



COST ACCOUNTANT

DEPARTMENT:	Admin – Central Accounting	REPORTS TO:	Cost Accounting Manager
DIVISION:	USA	FLSA STATUS:	Exempt
JOB CODE:	2014	EFFECTIVE DATE:	10/15/2024

JOB SUMMARY

Review, analyze, and report on material, labor, and other expenses to ensure that costs for the company's products are allocated according to corporate procedures and best practices, and in compliance with financial accounting standards. Work closely with manufacturing, supply chain, and sales to provide relevant information to all management levels for timely business decisions. Drive increased profitability by identifying continuous improvement opportunities.

QUALIFICATIONS

Education/Experience

BS in Accounting or related field, plus three (3) years of cost accounting experience; or equivalent combination of education and experience.

Previous experience in a manufacturing environment and/or a global organization highly preferred.

Experience with OneStream Consolidation Software and Infor Visual Manufacturing, a plus.

Knowledge/Skills/Abilities

Accounting Skills. Strong general accounting and financial analysis skills. General understanding of US GAAP. Ability to comprehend, interpret, and apply internal policies and procedures consistently in daily activities. Strong understanding and working knowledge of cost accounting and ERP systems.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and contribute to the development/execution of strategic goals and objectives related to assigned responsibility.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel, PowerPoint and SharePoint. Experience using consolidation software, ERP systems, and business analytic tools.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.



Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented, and self-disciplined.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives.

Flexibility. Exhibit flexibility in work schedule and perform beyond a normal workday.

Travel. Ability to travel domestically up to 30% of the year. Ability to obtain and maintain a valid US Passport.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Work collaboratively to provide high-level support to local, regional, and functional management teams, by:
 - a. Conducting monthly reviews of financial statements and subsequent analyses.
 - b. Providing timely and accurate financial information used to drive profitability decisions and actions.
 - c. Providing insight for business partners to fully understand and evaluate costs, variances, and applicable operating measures.
 - d. Providing training and support related to cost accounting principles, best practices, and the use of the ERP system.
 - e. Performing ad-hoc analyses and providing requested data and information to support decision making.
2. Thoroughly monitor inventory transactions and processes to ensure accuracy and compliance with corporate policies; follow up to rectify or escalate, as appropriate.
3. Effectively coordinate with local management to prepare annual operating budgets and forecasts for the relevant business areas.
4. Perform periodic reviews and analyses of departmental manufacturing and purchase burden rates to ensure accurate inventory costing.
5. Utilize corporate resources and reporting systems to provide high-level support to capital expenditure justification, budgeting, forecasting, and reporting, in addition to annual fixed asset physical inventories.
6. Engage and collaborate with various departments and personnel to foster and support continuous improvement for cost controls and inventory management.
7. Proactively identify potential cost accounting challenges and coordinate issue resolution/problem solving with applicable functional teams.
8. Assess the effectiveness of accounting policies, procedures, and projects/plans, and confer with the Cost Accounting Manager to take corrective measures, as needed; identify new applications, innovations, quality and/or safety improvements and report findings/results and present recommendations to management.
9. Continuously ensure all activities and operations are performed in compliance with federal/national, state/regional, and local regulations.
10. Promote positive Team Member and customer relations by supporting Pyrotek’s commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.



11. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
12. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
15. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
16. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment, with occasional work in a manufacturing environment, where frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles are present. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date

Manager's Signature

Date