



Position Title: Senior Accountant - Costing Specialist, Salaried, Exempt

Location: Portland, Indiana

Reports To: Jessica Rowden, Controller

Position Summary:

Leading manufacturer of mechanical jacks and actuators has an exciting career opportunity for a Senior Accountant. The Senior Accountant is a critical member of our manufacturing operations, who contributes to the achievement of Company objectives by overseeing and directing the accounting activities of the Portland, IN plant to ensure the accuracy of average costing in the Epicor ERP system. The Senior Accountant is a key contributor for financial/business planning and decision making that directly impacts the financial performance of the Portland manufacturing site.

Essential Duties and Responsibilities:

- Ensure validity and accuracy of manufacturing costs through variance analysis, internal audit, and coordination with the Controller, Purchasing, Scheduling, Quality and Production.
- Manage daily transaction processing and perform month-end close journal entries and reporting packages to the Controller in Dayton, OH.
- Oversight and ownership of the Plant's P&L and trial balance including preparation and review of monthly balance sheet account reconciliations and expense variance analysis.
- Complete and continuously refine a daily process to review costing and production activities within the Epicor ERP system:
 - Monitor/correct work in process (WIP):
 - Ensure materials are properly picked
 - Ensure labor entries are proper
 - Monitor inspection and defective material reporting
 - Ensure proper completion of jobs (receipt to inventory or shipment to customer)
 - Execute job closing after validation of costs and quantities
 - Ensure the validity of average cost for all inventory on hand.
 - Establish a process for review of standard cost inventory on hand (<5% of inventory).
 - Review plant labor entries for reasonableness and accuracy.
- Assist the Plant Manager with analysis of efficiency rates for labor and machines.
- Participate in physical inventory verifications.
- Oversee cycle counting and assignment of ABC codes.
- Perform periodic analysis of scrap and inventory obsolescence.
- Oversee customer returns and report on the financial impact of any open warranty claims.
- Create and update queries to efficiently review and analyze large volumes of data.
- Perform activities as a back-up to the Controller, as necessary.
- Identify new tools and adapt to new technologies to keep the company operations efficient.

Qualifications & Requirements:

- 4 year degree in Accounting or Finance. CPA license active or in-process preferred.
- Superior excel skills including extensive use of pivots and vlookups and ability to independently analyze data using advanced excel tools.
- Able to communicate effectively with all levels of the organization.
- Strong analytical skills and ability to conclude on transactions from review of GL detail.
- Able to work both independently and as part of a group.
- The candidate should be a self-starter, eager to learn and have strong communication skills to work with internal customers.
- Flexibility to travel as needed to Corporate Office in Dayton, Ohio. Average travel requirement 10 to 20% with higher concentration during onboarding and for month-end close.
- 5-7 years experience. **Experience in a manufacturing environment required.**
- Goal oriented with a continuous improvement mentality.