



Job Title:	Cost Accountant	Job Category:	Accounting
Department/Group:	Purchasing	Job Code/ Req#:	
Location:	Clio, SC	Travel Required:	None
Level/Salary Range:	Salary	Position Type:	Full Time
HR Contact:	Andy Miller	Date Posted:	5/10/19
Will Train Applicant(s):	Yes	Posting Expires:	
External Posting URL:			
Internal Posting URL:	Website, Bulletin Board		
Applications Accepted By:			
IN PERSON – 2660 HWY 9 E CLIO, SC EMAIL – AMILLER@ARRISHOLDINGS.COM Subject Line: Cost Accountant		MAIL: Andy Miller Company Name 2660 Highway 9 East Clio, SC 29525	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Assist with maintaining a complete and accurate listing of all raw material inventory parts and cost • Create bills of materials for products using product specifications, engineered drawings, parts listings and observing actual building construction • Audit and maintain BOM's in an Enterprise Resource Planning (ERP) software system • Calculate and analyze data, prepare reports on cost structure and profitability, and assist management with pricing decisions • Participate in month end closing activities such as physical inventory counts/audits and valuation of work-in-process and finished goods 			
QUALIFICATIONS AND EDUCATION <ul style="list-style-type: none"> • Minimum 2 years of higher education; Bachelors in Accounting or Information Technology • Experience with ERP systems (Sage, NetSuite, SAP, Great Plains) • 3+ years of progressive cost accounting, procurement or technical support in manufacturing • Ability to interpret engineering drawings • Analytical thinker with high attention to detail • Good oral and written communication skills • Proficient in Microsoft Office (Outlook, Word, Excel – Formulas, Pivot Tables, Macros) 			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

