

A.P. Nonweiler Co., Inc. Cost Accountant

Department:	Office	Job Status:	Full-time
FLSA Status:	Non-Exempt	Salary:	\$27-32/hour
Schedule:	Monday-Friday; 8-hour shifts		

Company Overview

Since 1929, A.P. Nonweiler has been providing its customers with quality, custom protective, and industrial coatings. We have worked hard over the years to ensure each customer's individual needs are met through our wide and diverse line of products. No matter how demanding the circumstances, we pride ourselves on formulating high-performance coatings with our customers' specifications in mind.

We offer a diverse benefit package including, but not limited to, paid holidays and paid time off, complete insurance coverage (ie: medical, dental, vision, life & disability, etc.), 401(K) with employer match, educational assistance, and profit sharing.

Position Summary

The Cost Accountant will be responsible for accounting functions of four business units and will work under the direct supervision of the CFO. The position will assist with month end and year end close processes, sales tax returns, invoicing, general ledger, job costing, and other various assignments. Perform numerous reporting functions and analyze and summarize data. The Cost Accountant will work closely with multiple business units and will need to be detail-oriented, highly organized, able to work with little supervision, possess strong Excel skills, and perform under pressure.

Responsibilities

- Identify causes of work order variances; troubleshoot and correct discrepancies
- Perform month end and year end close duties, including preparation of journal entries
- Conduct annual cost rolls
- Prepare and analyze daily production reports
- Reconcile various balance sheet accounts to the General Ledger
- Adhere to internal controls and participate in audits
- Create costing of new items
- Update obsolete items
- Participate in inventory management
- Analyze and propose potential cost saving opportunities and test process improvement ideas
- Communicate cost information with management
- Complete daily customer invoicing
- Perform customer credit checks
- Other duties as assigned

Qualifications

- Bachelor's Degree in Accounting or Finance; equivalent work experience will be considered
- 3-5 years of experience in general accounting, cost accounting, and business analysis
- Manufacturing experience desired
- Excellent interpersonal, verbal, and written communication skills
- Proficient computer skills – Advance Excel skill preferred
- Experience with ERP systems (Sage500)
- Able to work in a fast-paced environment
- Self-motivated and able to work independently and in a team setting

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, or feel, and talk, or hear. The employee is occasionally required to stand, walk, or stoop. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

An office environment is typical in this position, with occasional visits to the warehouse. The noise level is generally quiet. The employee will be required to wear personal protective equipment when performing responsibilities in the warehouse (ie: safety glasses, safety toe shoes, etc.).

The above is an overview of the position described and is not intended to be all inclusive. To perform this job successfully, an individual must be able to perform each responsibility and duty satisfactory. The qualifications including physical demands, listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.