THERMO BOND BUILDINGS	Job Description Cost Accountant	TBA-HR-FJ-000

REPORTS TO:	Controller	PAY:	Salary
POSITION	Full Time	FLSA CLASS	Non-Exempt
DEPARTMENT	Accounting	SHIFT	Day

JOB SUMMARY:

The Cost Accountant is responsible for analyzing, monitoring, and controlling the organization's costs to support accurate financial reporting and informed business decisions. This role prepares and maintains cost accounting records, analyzes manufacturing and operational costs, reconciles inventory and cost variances, and assists with budgeting and forecasting. The Cost Accountant partners closely with operations, production, procurement, and finance teams to identify cost-saving opportunities, improve profitability, and ensure compliance with Generally Accepted Accounting Principles (GAAP), company policies, and internal controls.

Essential Function:

- Prepare, analyze, and maintain standard costs for products and services.
- Monitor manufacturing costs, inventory valuations, and cost variances, and provide timely analysis.
- Perform monthly, quarterly, and annual closing activities related to inventory and cost accounting.
- Reconcile inventory accounts and investigate inventory discrepancies.
- Analyze material, labor, and overhead costs and recommend process improvements.
- Assist in the preparation of annual budgets, forecasts, and financial projections.
- Develop and distribute cost and profitability reports for management.
- Support inventory cycle counts and physical inventory processes.
- Collaborate with operations, purchasing, and production teams to improve cost efficiencies.
- Maintain and update bills of materials (BOMs), routings, and cost standards as needed.
- Ensure compliance with GAAP, company policies, and internal control procedures.
- Assist with internal and external audits by providing required documentation and analyses.
- Identify opportunities for cost reduction and operational improvements.
- Perform other accounting and finance-related duties as assigned.

REQUIRED SKILLS/ABILITIES

- Strong knowledge of cost accounting principles, inventory accounting, and financial reporting.
- Proficiency in Microsoft Excel, including advanced formulas, pivot tables, and data analysis.
- Experience using ERP systems such as SAP, Oracle, Microsoft Dynamics, NetSuite, or similar software.
- Excellent analytical, organizational, and problem-solving skills.
- Strong attention to detail with a high degree of accuracy.
- Ability to interpret financial data and present meaningful recommendations.
- Effective written and verbal communication skills.
- Ability to prioritize multiple projects and meet deadlines in a fast-paced environment.
- Strong interpersonal skills with the ability to collaborate across departments.
- High level of integrity and ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, or a related field required.
- Minimum of 3–5 years of experience in cost accounting, manufacturing accounting, or related accounting roles.
- Manufacturing industry experience strongly preferred.
- Certified Management Accountant (CMA) or Certified Public Accountant (CPA) designation is preferred but not required.
- Experience with ERP systems and advanced Microsoft Excel required.

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating office equipment.
- Ability to communicate effectively in person, by telephone, and electronically.
- Ability to occasionally stand, walk, bend, or reach during the workday.
- May occasionally lift and carry up to 15 pounds.
- Ability to travel occasionally to manufacturing or warehouse locations, if required.
- Ability to maintain regular and reliable attendance.

TRAVEL, HOURS OF WORK & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. The accounting manager may be required to travel extensively and may frequently be required to remain out of town on overnight trips in fulfillment of his or her job responsibilities. This position will report to the Controller.

Revision Date	Author	Description
7/27/2026	GR	Original Release