

JOB DESCRIPTION-COST ACCOUNTING
GRAIN BELT SUPPLY COMPANY, INC.
217 E. Diamond Drive, Salina, KS 67401
www.grainbeltsupply.com

Job Title: Cost Accounting
Department: Office
Reports to: Accounting Manager
FLSA Status: Non-Exempt
Prepared by: CDH
Prepared Date: 4/1/2013

Summary

Coordinates all inventory activities like, but not limited to, production orders, customer orders, maintaining adequate inventory levels, job estimating and job closing, vendor searches, new product analysis, and year end counts and adjustments. Coordinates scheduling of materials, orders, components, and other inventory items to maximize production efficiency and to maintain adequate inventory levels. Sells variety of agricultural commodities in sales establishment by performing the following duties.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. (Other duties may be assigned by the Manager.)

- Analyzes purchase orders, invoices, blue prints, work orders, cut sheets, time sheets, notes and other organizational data to job cost and enter inventory into computer.
- Reviews sales and inventory usage to adjust minimum and maximum levels of inventory stock.
- Periodically reviews inventory accounts for items that need written down or were not costed on a job and need a general ledger adjustment.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories.
- Records customer orders, quotes, requests for information and other customer correspondence on designated forms.
- Receives payment or obtains credit information for new customers.
- Prepares reports of business transactions and keeps expense records when traveling for firm.
- Expedites all available orders for month end billing and makes any necessary adjustments.
- Works at different work stations and at different tasks as business needs require.
- Produces work within acceptable time and in conformance to company quality requirements.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, and individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Design – Generates creative solutions; demonstrates attention to detail.

JD	REV 0 - Initial Release	4/1/2013
JD	REV 1 – Physical Demands	8/10/2016

Problem Solving – Identifies and resolves problems in a timely manner; develops alternative solutions.

Technical Skills – Must be proficient with a 10 key calculator.

Customer Service – Responds promptly to customer needs; meets commitments.

Interpersonal Skills – Maintains confidentiality; keeps emotions under control; remains open to others’ ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; supports everyone’s efforts to succeed.

Attitude – Be helpful to others and assist when needed; maintain a positive and pleasant attitude with customers and co-workers.

Leadership – Inspires and motivates others to perform well; accepts feedback from others; self-motivated.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures.

Diversity – Shows respect and sensitivity for cultural differences.

Ethics – Works with integrity and ethically upholds organizational values.

Organizational Support – Follows policies and procedures; supports organization’s goals and values.

Strategic Thinking – Understands organization’s strengths and weaknesses; analyzes market and competition; adapts strategy to changing conditions.

Judgment – Exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.

Planning/Organizing – Prioritizes and plans work activities; sets goals and objectives.

Professionalism – Reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; monitors own work to ensure quality.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.

Initiative – Looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas.

Qualifications

The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience**

Associate’s degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

- **Language Skills**
Ability to read, analyze, financial reports and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups and/or board of directors.
- **Mathematical Skills**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability**
Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills**
To perform this job successfully, an individual should have knowledge of accounting software; database software; internet software; inventory software; manufacturing software; order processing systems; project management software; and spreadsheet software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is average.