

# CAPLUGS

## JOB DESCRIPTION

**SUMMARY:** Compile financial data to maintain company financial records by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with Pricing, Operations and Engineering to ensure accurate BOMs and routings on all current and new parts. Primary interface with the pricing function in their investigative work to improve gross margin.
- Compare actual production activity to long term trends, recommend modifications.
- Investigate standard cost variances, determine root cause and recommend course of action
- Provide cost analysis in support of new product development activities.
- Review and analyze inventory and margin reports, conduct research and perform analytical studies with regards to cost analyses and profitability.
- Drive Operations function annual budget/planning process and prepare, analyze and report monthly production efficiencies and cost variances in support of SVP of Manufacturing.
- Assist with cycle count/physical inventories
- Analyze and monitor inventory levels.
- Assist in month-end closing activities as required
- Support and assist internal department reporting requirements such as audit schedules, tax schedules and others.
- Continuously review the processes used in the Accounting department for improvements.
- Responsible for complying with the company's Environmental Policy Manual, applicable work instructions and reporting any environmental nonconformance and/or potential nonconformance to supervision or management.

**SUPERVISORY RESPONSIBILITIES:** Currently has no direct supervisory responsibility. If changed, expected to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities could include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**EDUCATION and/or EXPERIENCE:** Four year degree in Accounting or business related field, 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 and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Any additional training is beneficial.

**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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee regularly works in an indoor, temperature controlled facility.

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