



Job Title:	Cost Accountant	Department:	Center for Molecular Imaging & Therapy
Reports To:	CFO, Controller	Classification Type:	Exempt
Level/Salary Range:		Master Job Description:	Yes ☐ No ☐
Supervises:	N/A		

Job Description

POSITION SUMMARY

Collaborate with other accountants, operational and financial staff to provide financial and accounting support to the Controller and CFO.

ESSENTIAL FUNCTIONS

Responsibilities include but not limited to:

- Collect and analyze data regarding Company's operational costs
- Set standard costs of manufactured goods
- Develop and analyze cost standards and recommend methods for allocating costs to products and service
- Carry out cost-volume-profit (CVP) analysis
- Establish direct, indirect, variable and fixed costs of business processes such as administration, labor, shipping, etc.
- Perform account reconciliations
- Prepare internal audit reports and present findings to management
- Recommend changes to the Company's processes and policies to reduce cost and maximize profit
- Advise Controller and CFO on appropriate costing for financial presentations and pricing decisions

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must have a Bachelor's Degree in Accounting plus three or more years of cost accounting experience. CMA and/or CPA certifications preferred. Pharmaceutical or Clean Room manufacturing experience preferred.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Able to demonstrate strong personal effectiveness skills including integrity and trust, problem solving, decision making, organizational effectiveness and results orientation.

Able to communicate effectively verbally and in writing. Able to listen effectively and clarify information.

Able to manage time effectively and handle multiple priorities. Able to work accurately, paying attention to detail.

Able to work with confidential information appropriately, professionally, and discretely.

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills or abilities and to possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

Working Conditions: Able to perform in fast paced professional office environment and adapt to changing work priorities.

Machines, Tool, Equipment and Work Aids: Requires the use of machines and/or tools specific to applicable position.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for the position. Assigned responsibilities and activities may be changed as needed.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	