

# C. COWLES & COMPANY

## Part-Time Manufacturing Accountant

C. Cowles & Company has an immediate opening for knowledgeable and experienced Part-time accountant for their Carlin Combustion and HydroLevel Division. This candidate must be a Master at Excel, cost accounting knowledge preferred and a thorough understanding of accounting theory and GAAP in a manufacturing industry.

### Responsibilities and Duties:

Ther is responsible for the daily maintenance and management of the business's financial and accounting activities, including:

#### General Accounting:

- Has a solid understanding of accounting, accounting theory and GAAP.
- Cost accounting background helpful for maintaining the integrity and accuracy of product cost/inventory.
- Oversee "R&D Project Accounting" for Purchasing, Labor and Inventory.
- Monthly reporting on Sales & Use tax.
- Analyze and maintain monthly balance sheet analysis' books.
- Preparation of the monthly repetitive Journal entries.
- Reconciliation of perpetual inventory to General Ledger for elected companies.
- Preparation of standard journal entries for month end close.
- Review of accounts payable vouching into general ledger.
- Periodic cycle counts to ensure inventory accuracy.
- Maintain scrap reports and accountability.
- Variance analysis on monthly financial data.
- Prepare Month End Financial Reports and Packages and open month end check list.
- Year End Reporting, Analysis and working with outside Auditors.
- Ensure that all financial systems are reviewed, audited and maintained which includes but is not limited to: Receiving, Shipping, Scrap, Order Entry, Invoicing and RMA/RGA
- Review Cost Sheets/Methods, Standards and updates on a regular basis.
- Provide Analysis and reports for Department Managers for month end, year end and budgets.
- Cycle counts and Physical inventories.
- Advanced capabilities working with Excel and creating queries with report writers.
- Special projects and assignments

#### Qualifications

- Bachelors in Accounting or in Business with an emphasis in Accounting is desired
- At least 3-5 years of accounting experience in a manufacturing company
- Proficiency with Microsoft Excel, Crystal Reports and AS400 ERP systems (Epicor)
- Experience in reviewing BOM, Cycle counts, Physical Inventory, Generating, reviewing and analysis of Financial Statements, general ledger and reports.
- Solid managerial and team building focus. Must have team mentality and be capable of building strong relationships with colleagues and the ability to solve problems efficiently.
- Comprehensive knowledge of US GAAP
- Comprehensive understanding of operational finance processes and controls with excellent organizational and planning skills.
- A job approach that includes: a take charge personality, pride in accomplishing goals, and embraces process improvement

- Strong writing and verbal communication skills.
- Must be able to work independently and results oriented.

Please submit your resume by email to [personnel@ccowles.com](mailto:personnel@ccowles.com) or send to C. Cowles & Company, Attention Human Resources, 126 Bailey Road, North Haven, CT 06473 or fax 1-203-764-1713.

C.Cowles & Company is an Equal Opportunity Employer Minorities/Women/Veterans/Disabled