

## **JOB DESCRIPTION**

### **Job Title: Cost Analyst**

*(Should live in Mexico or relocating to the area)*

Reports To: Manager or Supervisor as assigned

Department: Finance

Grade: X08

Job Code: 11035

Print Date: July 12, 2021

### **Position Summary**

Under general supervision, prepares and analyzes various cost accounting reports, verifies records' accuracy, conducts special studies, and makes recommendations as to accounting methods and procedures.

### **Duties & Responsibilities**

- Does research and analyzes various subjects such as depreciation, expenses, and agent commissions.
- Prepares various reports, charts, and graphs in support of analyses.
- May instruct or assign work to accounting clerks or other employees engaged in cost accounting or financial activities.
- Coordinates accounting matters with other departments, locations, and divisions.
- Primary support for generation of the monthly internal financial package.
- Complies with policies, procedures, standards and rules of the Company.

### **Education/Experience/Skills**

- Four-year college degree in accounting, finance or specifically related discipline.
- 3 - 5 years previous experience required.
- Ability to perform assigned accounting functions of a routine nature; little evaluation is required.
- Ability to effectively interact with managers, supervisors, peers, customers and suppliers.
- Ability to understand and apply standard departmental and Company policies, procedures, standards and rules.
- Working knowledge of and ability to utilize spreadsheet and word processing software.
- Bilingual in English and Spanish is a plus.

### **Freedom to Act**

Work is structured by standards and procedures and is performed more or less independently within those standards.

### **Working Conditions**

Normal office environment, changing deadlines, project assignments, strict time constraints.



## **Disclaimer**

This document describes the minimum, essential duties, responsibilities, knowledge, skills, abilities, effort, and working conditions. In no way, it states or implies that these are the only functions to be performed by the incumbent. Workers must follow any other job-related instructions and perform any other job-related functions requested by a supervisor or manager. Successful performance requires that the incumbent possess and utilize the abilities and skills described to perform proficiently. This document does not create or imply an employment contract other than an "at-will" relationship.

All functions and abilities may be subject to reasonable modification to accommodate individuals with disabilities. Some functions may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others.

## **EEO (Equal Employment Opportunity) Statement**

Forney Corporation is an equal opportunity employer and participates in E-Verify. As part of the Graham Holdings Companies, Forney Corporation takes pride in maintaining a diverse environment. Our policies are not to discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status. Forney Corporation is also committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [dee.brown@forneycorp.com](mailto:dee.brown@forneycorp.com) or call me at 972-458-6183 and let me know the nature of your request and your contact information.