



**ACCOUNTANT I**  
Winchester, Kentucky

**Department:** 210 – G&A, Accounting  
**Reports To:** Plant Controller  
**FLSA Status:** Exempt

**Job Summary:**

Execute accounting duties involved with the financial accounting associated with the operation of the manufacturing plant by completing monthly journal entries required to accurately reflect the operation of the plant in the AccPac general ledger, tracking capital assets and projects, and compiling detailed account analysis under immediate supervision. Extensive interaction with employees from other departments is needed in fulfilling these responsibilities.

**Essential Duties and Responsibilities:**

1. Prepare and analyze assigned accounting journal vouchers and account reconciliations
2. Maintain the fixed asset system and track construction in progress
3. Coordinate capital spending authorization and develop capital spending forecasts
4. Prepare balance sheet reconciliations
5. Analyze the P&L and compile detailed variance explanations
6. Assist with annual budget
7. Ensure compliance with all relevant internal and external standards of internal control and accounting policy as well as applicable company policies and procedures
8. Follow all company/personal safety guidelines and standards
9. Provide backup support for cost accounting, purchasing, and accounts payable as needed
10. Other duties may be assigned to meet business needs.

**Supervisory Responsibilities:**

None

**Qualifications:**

1. BA or BS degree with an emphasis in accounting
2. 1-4 years experience with general ledger and journal entries
3. 0-2 years experience in a manufacturing environment
4. Adept at Microsoft applications and computerized accounting software, ideally MISys or AccPac
5. Familiarity with tracking fixed assets - preferably with FAS fixed asset system
6. Possess strong interpersonal skills to relate to all levels of the organization effectively
7. Strong analytical, problem-solving, and organizational skills
8. Basic knowledge of standard and/or activity based costing to include establishing standards using bill of materials and variance analysis a plus.

**Requirements:**

**Physical Demands:**

N (N/A) A (1 – 25%) B (26 – 50%) C (51 – 75%) D (76 – 100%)

Sitting	<u>D</u> %	Standing	<u>A</u> %
Walking	<u>A</u> %	Driving	<u>A</u> %
Bending/Stooping	<u>A</u> %	Climbing	<u>A</u> %
Reach above shoulder	<u>A</u> %	Kneeling	<u>A</u> %
Pushing/Pulling	<u>A</u> %	Crawling/Crouching	<u>A</u> %
Lifting	<u>20</u> lbs		

Computer work				
<u>      </u> N/A	<u>      </u> Minimal	<u>      </u> Moderate	<u>X</u> <u>      </u> Significant	
Temperature extremes				
<u>      </u> N/A	<u>      </u> Minimal	<u>X</u> <u>      </u> Moderate	<u>      </u> Significant	
Noise				
<u>      </u> N/A	<u>      </u> Minimal	<u>X</u> <u>      </u> Moderate	<u>      </u> Significant	

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