



Job Description Form

Job Title: Plant Accountant

Department: Accounting

Location: __Lebanon__

Date Released: 3/21/2013

Hourly Salaried Exempt: Yes No

I. DUTIES AND RESPONSIBILITIES

Directs financial activities of the organization by performing the following duties personally:

- Prepares reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Coordinates the monthly closing procedures.
- Directs preparation of budgets.
- Directs determination of depreciation rates to apply to capital assets.
- Records and prepares information for audits. Prepares reports required by regulatory agencies.
- Maintains all equipment leasing documents and handles equipment lease payments.
- Assist in long-range planning and strategy.
- Assist Plant Manager as needed.
- Other duties as assigned.

II. EDUCATIONAL AND OTHER SKILL REQUIREMENTS

Bachelor's degree in Accounting from four-year college or university; and 5 –10 years experience in accounting, preferably in manufacturing environment. 2-4 years supervisory experience. Knowledge of inventory, cost accounting and general accounting, and financial statements. 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.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Define problems, collect data, establish facts, and draw valid conclusions.

III. 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 sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk.

IV. **WORKING CONDITIONS AND 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.

Work Environment - indoors in plastic manufacturing factory.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

*The above job description is a broadly based description and is not intended to contain all specifics of a particular job. This description is not a contract for employment. It does not include all aspects of the position such as potential duties assigned by supervisors with the requirement for flexibility in helping others for the company's overall benefit.