



## Job Description: Junior Product Cost Analyst

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**Requisition ID:** TBD  
**Industry:** Telecommunications  
**Industry Job Title:** Junior Product Cost Analyst  
**Job Code/Title:** TBD/ Junior Product Cost Analyst

**Company Summary:** ALUMA TOWER COMPANY, INC. has been manufacturing quality-built aluminum telescoping towers for over 40 years following the TIA/EIA-222 standard. Aluma Tower's telescoping masts are used for communications, military applications, surveillance, wireless data transfer, monitoring and testing. The towers are ideal for transmitting, receiving, or any application requiring rapid erection of an antenna or instrumentation. The towers can be deployed with or without guy wires depending on customer requirements. Aluma Tower Company offers a plethora of options and accessories to meet any of the customer's needs. Aluma Tower is looking for individuals who are driven, enthusiastic and care about our community. More importantly, we like to hire people looking to grow with an organization and those who are excited about the ever-changing telecommunications industry.

### Job Description: Summary

The junior cost analyst position functions as a business support person to the plant and financial management team. The position assists in effectively managing and controlling the local business and is responsible for plant level costs and control including general accounting, cost accounting, bill of material audits, inventory reconciliations, and cost analysis. The position supports month-end close and special projects as requested, and works closely with manufacturing to understand issues and how they impact the financial results as well as educate/inform department(s) on cost divers and variances. Finally, the position also acts as liaison with corporate financial staff, as required.

### Essential Functions

1. Perform weekly/periodic physical inventory reconciliations for the Global Shop Solutions conversion process. Research variances and discrepancies as needed. Broadcast results. Recommend improvements to the process to reduce un-accounted for inventory.
2. Interact with Production Control to ensure Bills of Materials (BOM) are accurate and up to date. Review and audit BOM's to ensure they reflect the latest manufacturing practices.
3. Analyze actual labor, material, and overhead cost against Standard/Budget. Research and explain variances. Report this information monthly or as needed.
4. Prepare analysis of fixed spending by department. Show actual vs. budget and identify and explain variances.
5. Work with the finance department to implement and apply cost accounting policies and procedures as they are derived.
6. Support plant controller's efforts for implementing and maintaining internal controls at the plant for operations, sales and finance.
7. Aide in the development of new labor and overhead rates, budget, and forecasts.



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8. Perform ad hoc product/plant cost analysis to support the operations.
9. Develop and implement product pricing to the sales quote system based on mark-up set by finance to actual materials and labor costs. Track, audit and update based on new product rollouts and product end of life.

### Competencies

1. Problem Solving/Analysis.
2. Financial Management.
3. Business Acumen.
4. Technical Capacity.
5. Initiative.
6. Communication Proficiency.

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines. ERP experience required, Global Shop Solutions preferred.

### 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.

### Position Type/Expected Hours of Work

The employee must be available during the "core" work hours of 8:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status.

### Required Education and Experience

1. 0-3 years in a cost accounting position in a manufacturing environment.
2. Exposure to manufacturing departments/staff/activities, cost accounting, reporting and variance analysis.

### Preferred Education and Experience

1. A.S./B.S. in accounting or business administration or equivalent work experience.



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<b>Citizenship:</b>	US Citizen, with a valid US driver's license. No sponsorship Visa (H1-B, etc.) candidates at this time.
<b>Security Clearance:</b>	None
<b>Department:</b>	Finance
<b>Job Class:</b>	Accounting
<b>Job Category:</b>	Experienced
<b>Subordinates:</b>	No
<b>Job Location:</b>	Vero Beach, FL
<b>Virtual:</b>	No
<b>% Travel Required:</b>	None
<b>Relocation Available:</b>	None
<b>Employment Type:</b>	Full time; Hourly
<b>Work Schedule:</b>	M-F 8 hrs/day – Overtime as required
<b>Base Compensation:</b>	Based On Experience (BOE), Salary and benefits commensurate with experience.
<b>Direct/Indirect:</b>	Direct
<b>Shift:</b>	First
<b>Benefits:</b>	Aluma Tower Company offers a competitive benefits package.

Aluma Tower Company, Inc. is an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Qualified candidates must submit their resume in Microsoft Word or PDF format along with at least three professional references to: Aluma Tower Company, Inc. 1639 Old Dixie Hwy, Vero Beach, FL 32961. No phone calls permitted.