

INVENTORY CONTROL / PRODUCT COSTING SPECIALIST

Job Description

Reports To: Portland- Controller
Phoenix- CFO

Status: This position is full-time, non-exempt status

Classification: Non-regulated/General

Job Summary:

Perform duties necessary to monitor accurate tracking and valuation of product inventory. Includes other duties related to inventory consisting of reporting, analysis, and support and training for other staff.

Duties and Responsibilities:

1. Responsible for managing the Inventory Master file and ensuring compliance to policy and procedure. Reviewing for consistency and identification of discontinued products.
2. Prepares and directs routine cycle counts of specific inventory products. This includes all ethanol inventories required for external reporting compliance at least monthly.
3. Directs full physical count of all inventories on a scheduled basis. Reconciles physical count to perpetual count in accounting system.
4. Research discrepancies to determine correct costs, quantities and transaction history for products.
5. Responsible to determine the need to make adjusting transactions to correct inventory balances, correcting either on hand quantities and/or average cost as needed.
6. Prepares and reviews the Dead Stock Report and works with operations to formulate a game plan for the use or disposal of the products.
7. Responsible for maintenance of product formulas and their revisions in the ERP system at the direction of production, sales, and/or quality control. This includes the listing of specific work instructions and process/product related notations.
8. Responsible for understanding tracking and reporting requirements of TTB and preparation of monthly ethanol flow reports.
9. Sets up new products, blend products and packaging items applying standard procedures for required fields in ERP system. Verifies that existing product codes do not already exist and explores other options like the addition of a formula version or a customer-product as an alternative. Distributes product information and product codes to sales, purchasing, compliance and order desk.
10. Routinely reviews labor and overhead costing rates and application to production formulas. Through observation and discussion with operations and sales personnel, tracks and analyze the labor, analytical costs associated with completion of production activities.
11. Provides training support and backup as needed to all staff in NW/SW divisions regarding Inventory issues.

12. Works with various departments to resolve inventory processing questions and issues.
13. Conduct root cause analysis to identify when more information is required and where processes can be improved.
14. Assists Sales and Management with various reports and information when needed.
15. Review all Northwest Batch Ticket postings for accuracy.
16. Must comply with all company safety, quality and environmental standards.
17. Works within the Tarr Systems Manual built upon the framework of ISO 9001 Quality Management System and Responsible Distribution Process requirements.
18. Performs other duties as assigned by management.

This description reflects the general details considered necessary to describe the principal functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

Qualifications:

1. Accounting Education – minimum two year associates degree or equivalent work experience with perpetual computerized inventory and product costing.
2. Work experience with inventory management systems in automated lot controlled batch manufacturing environment, where troubleshooting inventory accuracy and standard product costing were prevalent responsibilities.
3. Intermediate to Excellent skills with Microsoft Office products including word, excel and outlook email required.
4. Experience with integrated computer systems to include order entry, inventory control, and production modules.
5. Previous experience and knowledge of excise taxes preferred.
6. Requires solid math aptitude and understanding of process.
7. Must possess problem-solving, troubleshooting, and accounting reconciliation skills.
8. Ability to work with little supervision while handling multiple priorities.
9. Ability to prioritize workload and utilize time management skills to meet deadlines.
10. Detail oriented with an acumen for accuracy and thoroughness.
11. Excellent oral and written communication skills and etiquette over the phone, email, meetings, and individually with others.
12. Chemical product knowledge preferred and/or a willingness to learn required.
13. Positive, personable, demonstrating a professional demeanor and appearance.

I acknowledge that I have read and understand the above job description in its entirety and am willing and capable of performing all of the stated requirements. I understand that my job may change without it being specifically reflected in my job description.
