JOB DESCRIPTION
Cost Accountant/Purchasing Agent

DATE PREPARED: May 26, 2009

REPORTS TO: Cost Accountant Manager

DEPARTMENT: Finance & Accounting

PREPARED BY: Human Resources

FLSA STATUS: Exempt

Panini America, Inc, (formerly Donruss Playoff) is a premier manufacturer of sports trading cards and collectible memorabilia.

Job Summary Statement:

This job is a multi-skilled position. The primary job responsibility as Cost Accountant is to perform routine cost accounting functions such as ledger/account maintenance, cost analysis, reconciliation, posting, inventory control and reporting. Prepares financial analysis on data extracted from a variety of sources and report findings.

The primary responsibility as Purchasing Agent is administrative as outlined below.

Essential Duties & Responsibilities:

1. Cost Accounting

    a. Performs cost-accounting activities covering material and production costs, costs of sales, product development, overhead, etc.
    b. Compares actual costs to estimates and analyzes variances.
    c. Analyzes and monitors raw material inventory.
    d. Maintains inventory system with an emphasis on system integrity and standardization.
    e. Analyzes and costs manufacturing work orders following company's costing system.
    f. Assists Cost Accountant Manager in preparing monthly journal entries for cost of sales and scrap.
    g. Analyzes actual manufacturing costs and prepares periodic report comparing budget costs to actual production costs, this includes product margin reporting and analytics.
    h. Other duties as assigned.

2. Purchasing

    a. General knowledge of purchasing policies, processes, and procedures.
    b. Creates and monitors purchase orders; tracks for appropriate approvals, account numbers, and receipt of goods.
    c. Administers and reconciles Company credit card purchasing program.
    d. May have occasion to negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements.
    e. Develops new supply sources as needed.
    f. Other duties as assigned, including establishing new vendor accounts and credit terms.

Panini America, Inc. is an Equal Employment Opportunity employer.

This job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all of the work requirements inherent in the job nor is it intended to be an exhaustive list of responsibilities, duties, & skills necessary to perform the job. The management of Panini America, Inc. retains the sole right and discretion to make changes to this job description

Knowledge, Skills and Abilities:

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 &/or ability required.

- Knowledge of finance, accounting, budgeting and cost control procedures.
- Account balancing and reconciling skills along with research and resolution.
- Strong knowledge of standard cost accounting and methodology.
- Technical skills involving inventory reconciliation, cost analysis and month-end close.
- Solid decision making skills and ability to exercise independent judgment.
- Prioritize and plan work activities efficiently to meet deadlines; work on multiple tasks & projects simultaneously.
- Ability to deal with change, delays, or unexpected events.
- Ability to work in team environment with varied departments and diverse personalities.
- Detailed oriented with excellent oral and written communication skills.
- Proficient in MS Word, MS Outlook, Intermediate to Advanced in MS Excel.
- Working knowledge of Navision preferred.

Supervisory Responsibilities:

This job has no initial supervisory responsibilities.

Education &/or Experience:

Bachelor's Degree in Accounting preferred plus 6 years accounting experience.

Language Skills:

- Ability to read, analyze, develop & interpret documents.
- Ability to write routine reports and correspondence.
- Write and speak in English.
- Provide clear & concise written & verbal communication.

Mathematical Skills:

- Ability to calculate figures and amounts.
- Accuracy in work.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

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.

This position requires long periods of sitting behind a desk, performing tasks on the computer. While performing the duties of the job, the employee is regularly required to:

- Sit or stand.
- Use hands to touch, handle or feel; speak and hear.
- Use close vision, distance vision & color vision, peripheral vision, depth perception, and ability to adjust focus.
- Communicate electronically (e-mail, voice mail, etc.).

Work 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.

Office environment, lighting; open cubicles. The noise level in the work environment is low to moderate.

Applicant Statement:

Can you with or without reasonable accommodation perform the essential functions of this job?
(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

[ ] YES [ ] NO

If no, describe the functions that cannot be performed.

Applicant Signature _____ Date _____