

# THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

## **ABOUT THE KINGSWOOD COMPANY:**

The Kingswood Company is a 60-year-old company and a leading consumer products manufacturer located in Columbus, OH. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates for a newly created position of **Cost Accountant & Purchasing Manager**.

We were recently recognized as one of the 100 fastest growing companies in urban America by Fortune Magazine. We have a culture of hard work, excellence, and innovation. We are looking for a serious-minded candidate who will be responsible for accounting, purchasing, and vendor management to support our manufacturing operations. This is an excellent opportunity for someone with a strong attention to detail that will partner directly with the owner who is a CPA, and our Production Manager.

This is an ideal position for someone who wants to work with a growing, successful company. This Full-Time position has excellent benefits including health care, paid vacation and holidays, opportunity for incentive compensation and retirement savings plan with employer match. In addition, this position offers career growth, with opportunities to take on additional responsibilities.

## **PRIMARY DUTIES:**

### Cost Accounting and Inventory (40%)

- Create, monitor and maintain accurate Bill of Materials for all inventory items
- Monitor all indirect inventory costs and allocate to inventory unit costs as needed
- Forecasts future inventory needs and monitors relevant inventory levels by utilizing the company systems and/or performing physical tallies
- Maintain perpetual inventory records for warehouse and production facility
- Research and resolve physical inventory variances
- Identify slow-moving inventory items for better utilization
- Monitor all inventory items to identify and write off obsolete and stranded inventory.

### Purchasing (40%)

- Order and maintain stock inventory items at levels necessary to fill customer orders, while also maintaining and improving inventory turn
- Order all custom inventory items specific to certain jobs, assuring proper artwork approvals, time demands and cost controls
- Solicit and review purchase requisitions and quotes from vendors
- Generate purchase orders to vendors in order to maintain required and necessary levels of inventory to fill open customer orders on a timely basis
- Schedule delivery of ordered inventory
- Track status of requisitions, orders and receipts
- Inspect orders and assure adequate quality control of all purchased items upon receipt
- Resolve all purchasing issues related to pricing, delivery and quality

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- Evaluates invoices from vendors against original purchase order to verify accuracy, and collaborates with internal employees and/or communicates with vendors to resolve discrepancies
- Source new vendors and negotiate pricing, and manage relationships with existing and backup vendors in order to assure supply chain reliability
- Verify accuracy of requests for (non-inventory) supplies for both office and production teams and executes purchases as needed.

## Accounts Payable (10%)

- Responsible for weekly Accounts Payable process; including processing weekly checks. Reviews for appropriate authorization, pricing, other controls, and reasonableness
- Responsible for Company Credit Cards reconciliation and payments
- Maintain Vendor File information

## Monthly and Year End Closing (10%)

- Responsible for Reconciliation of Balance Sheet Accounts
- Responsible for monthly journal entries related to accrued expenses, depreciation, and other cost items
- Prepare and Submit CAT Tax thru the Ohio Gateway system
- Prepare and File Canadian GST Returns
- Process 1099's at year end
- Responsible for Reporting Unclaimed Funds if needed
- Prepare annual documentation for tax return filing

## Other

- Professional behavior when making phone calls and dealing with vendors
- Contributes to team effort by accomplishing related results as needed, and supporting other sales team members through collaboration and teamwork
- Maintain the Accounting Policies and Procedure manual
- Other duties as assigned

## **POSITION TYPE:**

Full Time: 40-50 hours per week

Office Hours are Flexible, between: 8.00 am – 6.00 pm

Hours worked will be on-site, in our office, located off 670 East, near the airport.

## **QUALIFICATIONS:**

The ideal candidate for this position will possess / will be:

- Bachelor's Degree in Accounting required.
- CPA or Master's Degree is preferred.
- 3-5 years Public Accounting or relevant manufacturing experience.
- Ability to effectively utilize Microsoft Office is required. Very strong Excel skills are necessary.

*The Kingswood Company is an Equal Opportunity Employer and a Drug Free Workplace.*

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- Experience with SAGE or other accounting software is a plus
- Experience with MRP implementation is a plus
- Strong accountability and a willingness to be responsible for their role on our growing company's team
- An ability to work well and closely with others.
- Must be very detail oriented and organized
- Strong organizational skills and positive demeanor
- An ability to multi-task, set priorities and maintain them
- Analytical skills, and ability to evaluate options and present alternatives to owner/management
- Experienced in inventory management, time management, and quality control
- Oral and Written communication skills which are clear, accurate, concise and effective
- Able to work independently in a deadline-driven environment
- Willing to learn new applications and skills, as our company continues to grow

References and a clear drug test (paid for by the company) will be required.

#### **SALARY LEVEL/COMPENSATION:**

Compensation is based on experience. \$65,000 - \$85,000 based on experience. Incentive compensation also available. Additional benefits include: paid vacation, paid holidays; participation in company retirement savings plan with Employer match; and excellent group medical benefits plan.

#### **HOW TO APPLY:**

IF you meet the qualifications, and are interested in the position, please submit RESUME AND COVER LETTER indicating your interest in this position, to [hr@thekingswoodcompany.com](mailto:hr@thekingswoodcompany.com).

#### **ADDITIONAL INFORMATION:**

No phone calls please. Submit resume, references and any relevant information via email. Visit our website at [www.thekingswoodcompany.com](http://www.thekingswoodcompany.com) for more information about our growing company, and this excellent opportunity.