



Rantec Power Systems Inc.
Los Osos, California

Job Description

Job Title: Cost Accounting Assistant

Date: March 2026

Department: Finance

FLSA Status: Non-Exempt

Reports To: Cost Accounting Manager

Scope

The Cost Accounting Assistant position at Rantec supports the Cost Accounting Manager by gathering, organizing, and maintaining accurate cost data used in pricing and financial processes. This role focuses on data collection, validation, and administrative support in a fast-paced environment. The ideal candidate is highly detail-oriented, organized, and able to manage multiple priorities.

Essential Duties and Responsibilities

- Assist the Cost Accounting Manager by gathering, organizing, and maintaining cost data to support pricing and financial processes.
- Compile and prepare cost data and supporting documentation for management review.
- Communicate with cross-functional teams (Operations, Business Development, Purchasing) to request and verify required cost information.
- Maintain organized records and ensure the accuracy and completeness of cost data.
- Support routine reporting, data updates, and administrative tasks within the cost accounting function.
- Perform other administrative and ad hoc duties as assigned.

Qualification Requirements

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.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- 3 years of clerical accounting or financial record-keeping experience preferred.
- High School diploma or equivalent; college coursework in accounting or finance is a plus. Equivalent combinations of education and experience will be considered.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
- Ability to maintain files and records, and to identify, trace, and correct errors.
- Ability to work independently.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to manage multiple priorities and stay organized in a deadline-driven environment.
- Experience working with ERP systems preferred

Physical Demands

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee needs to be able to sit, stand and move about inside of the facility.
- Operates a computer and other office productivity machinery, such as; calculator, copy machine, printers, etc.
- Lifting and handling boxes and/or materials up to a maximum of 25 pounds, and 15 pounds occasionally.
- Specific vision abilities required by this job; close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.