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# Example of Cost Accounting Analyst Job Description

Our innovative and growing company is hiring for a cost accounting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cost accounting analyst

* You will design financial analysis to drive business actions for breakthrough outcomes
* You will identify and dive into key business trends to propose innovative methods to meet objectives
* Responsible for accounting functions, accounts receivable, cost accounting
* Support financial close process, including but not limited to preparing journal entries, reconciliations, reporting
* Tracks and reports materials cost reduction projects and initiatives
* Tracks Capital expenditures and coordinates the timely project closure with the respective managers
* Assists in various financial research projects and ad-hoc analyses
* Represents Finance on cross-functional project teams- providing analytical support as needed
* Responsible for maintenance, development and expansion of clinical structures in the DSS, auditing and data integrity
* Lead the organization-wide update of direct costs standards used for unit costing in the DSS

## Qualifications for cost accounting analyst

* Advanced Excel software proficiency and experience required
* Proficient in the use of Lotus Notes database
* Desirable attributes include consistent ability to set and accomplish goals
* Bachelor's degree in Accounting or equivalent, and minimum of 4 years of experience in a cost accounting role
* Advanced knowledge of SAP is required
* Working knowledge of BW or equivalent required