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# Example of Cost Accounting Manager Job Description

Our company is looking to fill the role of cost accounting manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cost accounting manager

* Prepare and review of monthly financial statements (P&L, B/S, and Cash Flow)
* Assist in preparation of quarterly forecasts and annual budget
* Conduct weekly meetings with the production team to review project costs
* Develop project budgets in conjunction with producers
* Refresh and update the weekly cost report
* Prepare cash flow estimates based on forecasted production spend
* Code and process payments related to productions
* Work with operational personnel and make/buy decisions, capacity issues
* Perform month-end closing tasks review results of jobs executed by a third party provider
* Conduct regularly scheduled team meetings to review team goals and performance

## Qualifications for cost accounting manager

* BA / BS in Business, Supply Chain, Accounting, or Finance
* Experience in manufacturing, supply chain or factory operations desired
* 5+ years of experience in Accounting or Finance performing cost accounting responsibilities
* Professional experience in network marketing or health and wellness industry a plus
* Five years or more of experience in cost accounting in a manufacturing environment along with management experience
* Assist in M&A integration efforts, primarily around understanding the acquiree’s costing methodologies and how they are recorded in systems