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# Example of Cost Analyst Job Description

Our innovative and growing company is hiring for a cost analyst. 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 analyst

* Organize domestic and international business trips
* Ensure appropriate communication of administrative information
* Cross-train within the Cost Accounting Department with other groups in the organization
* Identify the sustainment cost impacts of acquisition decisions
* Evaluate courses of action for contracting
* Build and defend budget requirements
* Provide thought leadership clearly demonstrating an understanding of the customer mission and innovative ideas to address business challenges of the customerWork with clients to define deliverable scope, timelines, and expectations
* Communicate and work with diverse organizations and representatives for data collection, analysis, and results presentation
* Lead, develop, update, manipulate, and maintain cost and affordability models Lead efforts in collecting, normalizing, and analyzing complex data
* Manage solution delivery to base-lined schedule

## Qualifications for cost analyst

* Proficiency in Oracle Process Manufacturing (OPM) system preferred
* BS Finance, BS Accounting or Industrial Engineering Degree
* 5-10 years experience within a multi-site international manufacturing organization desired
* Excellent analytical, communication, & organization skills required
* Ability to adapt to the needs of the company with various ad-hoc analysis skills
* Bilingual in English & Spanish desired