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# Example of Cost Controller Job Description

Our company is growing rapidly and is looking for a cost controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for cost controller

* Economics planning and control, cost estimating/budgeting/cost analysis/control
* Carry out tasks related to the job in accordance with the instructions of the
* Superior (ad hoc report)
* Provide accurate up-to-date standard costing, working with production and master data team to ensure costing reflects appropriate BOMs and recipes
* Prepare production cost center planning and activity rates used in standard costing
* Manage cost center assessments and allocations
* Review production cost centers for accuracy
* Generate routine and ad-hoc reporting to production management for certain data elements and KPIs
* Partner with Excellence group to support proper calculations of cost savings
* Provide detailed analysis of labor and utilities

## Qualifications for cost controller

* Overall at least 2 – 8 years’ experience in project execution environment
* Minimum 2 – 6 years’ experience on tier 3 and 4 projects (all project phases)
* Experience in working with Material Control (MC) module
* University degree in engineering and/or economics
* Finance/Business Bachelor / Master and/or qualification
* Previous experience of Cost Control, dependent on project size and complexity