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# Example of Cost Management Job Description

Our growing company is looking to fill the role of cost management. 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 management

* Review all policies & procedures surrounding cost management & monitoring, employee travel, meals & entertainment, cell phones
* Enhance the existing procedure for expense related activities to ensure they provide appropriate control measures and are consistent with the Head Office policies
* Implement procedures for procurement process and responsibilities for accounts payable
* Create expense budgets for each department and track/investigate any variances between budget & actual
* Monitor expense budget to actual for total NY office and work on cost control measures
* Quickly learn the systems used for expenses in order to effectively create reports to monitor expenses and reconcile expense systems to the general ledger
* Create presentations in PowerPoint to share relevant expense monitoring information with the CFO and Senior Management
* Ensure procedures for procurement are being followed and liaise with Procurement team to resolve issues in employee procurement requests
* Monitor key performance indicators for Procurement Department
* Review existing vendor agreements and identify any areas for negotiating a cost reduction

## Qualifications for cost management

* High School diploma (college degree preferred but not required) plus 2 or more years of related work experience
* With at least 2 years of related working experience, preferably someone who is either familiar with management reporting or working on finance project
* Strong Corporate understanding
* Substantial financial management experience in broad managerial roles
* Driving strategic cost reduction initiatives in, but not limited to, software, professional services, outsourcing services, contractor serves, non-income taxes and other non-compensation related expense areas
* Partnering with the Sourcing and Vendor Management to successfully drive a portfolio of projects aimed at optimizing our spend with vendors