Example of Cost Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of cost accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for cost accountant

- Contribute to activity target setting processes and move to Activity Based Management as a core principle
- Maintain up to date process documentation
- Analyze and prepare freight transactions
- Create and review the controls needed for data accumulation and reporting systems finish goods
- Report on break-even points by products, work centers, and factories
- Report on margins by product and division
- Ensure reports are in compliance with governmental reporting requirements, federal, state, local
- Identifies costs by studying models and materials lists
- Maintains perpetual inventory
- Reports financial analysis for inventory sales, cost of sales and job profitability, labor analysis

Qualifications for cost accountant

- Advanced Excel skills, including pivot tables, macros, graphs, vlookups
- Must be detailed oriented person able to work efficiently and accurately, highly proficient in Microsoft Excel
- SAP/AS400 is a plus
- Basic knowledge in Accounting, Analysis
- Minimum of 4 years' experience in Cost Accounting and/or Accounting