

# COST ACCOUNTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** 123 ACCOUNTING

**Address:** 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone:** 333-333-3333

**E-Mail:** 123ACCOUNTING@123ACCOUNTING.COM

## EMPLOYMENT ELIGIBILITY

**Job Title:** COST ACCOUNTANT

**Reports to:** FLORA SMITH

**Job Location:** LOS ANGELES, CA

**Start Date:** SEPTEMBER 29, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

**# of Hours:** 40 Hours per week

## JOB DESCRIPTION

123 Accounting is seeking a cost accountant with 3-5 years' experience in the field. The cost accountant will be expected to oversee junior accountants.

## RESPONSIBILITIES AND DUTIES

- Analyzing operational costs
- Conducting CVP analyses
- Recommending cost reductions
- Preparing reports
- Maintaining accounting systems
- Monitoring legal compliance
- Conducting margin analyses
- Reporting to management

## QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in accounting
- Knowledge of laws and standards
- Experience with QuickBooks
- Excellent analytical skills

