

ROBERT SMITH

Jr. Cost Accounting Manager

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SUMMARY

To obtain a challenging position with an organization that will permit to utilize accounting knowledge, computer skills, business development, employee training, scheduling, payroll, creating policies and procedures, reporting and communication experience to maximize company growth.

SKILLS

Microsoft Office, ERP Implementations.

WORK EXPERIENCE

Jr. Cost Accounting Manager

ABC Corporation - April 2014 – October 2015

- Responsible for creating, developing and managing cost and cost department.
- Planning, collecting, analyzing, and recording data to determine costs of business activity such as raw material purchases, inventory, and labor.
- Analyze changes in product design, raw materials, manufacturing methods to determine effects on cost.
- Review actual manufacturing costs and prepare periodic reports by comparing standard costs to actual production costs.
- Create estimates of new and proposed product costs to control expenditures.
- Provide management with reports specifying and comparing factors affecting prices and profitability of products.
- Implement, manage, and Maintain Cost Accounting System.

Cost Accounting Manager

Delta Corporation - 2013 – 2014

- Oversaw monthly closing, operational reporting, daily shipments, and backlog reports.
- Coordinated/managed annual physical inventory, monthly account reconciliations, payroll reporting, daily interfacing with production, sales/marketing.
- Conducted weekly video conferencing with CFO and corporate controller, labor reporting and analysis, efficiency reporting, variance analysis, and.
- Prepared month-end journal entries Reconciled Balance Sheet accounts Assisted the Controller with analysis of accounts and month-end reporting.
- Supervised Accounts Receivable and Cash Application Staff.
- Prepared monthly sales tax returns.
- Filed and paid weekly payroll taxes Prepared quarterly and annual payroll tax returns.

SCHOLASTICS

- Master of Accounting and Financial Management - (Keller Graduate School of Management - Schaumburg, IL)