
Project Cost Accountant Resume

Job Objective

Seeking a Project Cost Accountant position to contribute my bookkeeping and office management skills to an organization offering opportunity for improvement.

Highlights of Qualifications:

- Strong accounting experience in a manufacturing environment
 - In-depth knowledge of financial accounting, government contract accounting, budgets, financial systems
 - Excellent knowledge of federal grant administration policies and government contract accounting
 - Skilled in cost sheet variances, purchase accruals, journal entries and general ledger analysis
 - Strong working knowledge of FAR, GAAP, SOX/404, DFARS, and CAS
 - Proficient in QuickBooks and Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
 - Amazing ability to evaluate the requirements and make suggestions to increase profit
 - Ability to perform to deadlines and under pressure
 - Excellent communication and documentation skills and strong analytical skills
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Professional Experience:

Project Cost Accountant, August 2005 – Present

TerraTherm, Inc, Monroeville, AL

- Estimated costs for new and existing products and participated in cost reduction initiatives.
- Developed project budgets, monthly cost projections, and profitability analysis.
- Prepared and analyzed pricing submissions, proposal pricing and cost estimating for government opportunities, and system setup and troubleshooting.
- Ensured familiarity and correct application of Corporate and Division cost accounting policies and principles.

Project Cost Accountant, May 2000 – July 2005

Avecia Biotechnology, Inc, Monroeville, AL

- Reviewed and analyzed part level cost data necessary to create accurate summary cost information for products.
 - Identified variances on model costing, analyzed and communicated the root cause of those variances to appropriate management.
 - Maintained detailed cost information in the Mac Pac Configurator.
 - Improve departmental operating efficiency including physical inventory, cost studies and month end reporting.
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Education:

Bachelor's Degree in Business Administration, Bentley University, Waltham, MA

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