



PR/086801 | Cost Control Assistant Manager (Accounting)

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1546562

業種

小売

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年07月01日 18:04

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

POSITION SUMMARY

In this position is responsible for supporting the planning, monitoring, and analysis of company costs to ensure efficient resource utilization and cost-effectiveness. This position works closely with the Accounting, Operations, and Procurement teams to track actual spending against budgets, identify variances, and assist in implementing cost-saving measures. The ideal candidate is analytical, detail-oriented, and capable of working both independently and collaboratively across departments.

This company is a total network solution provider specializing in the design, construction, and operation of IT infrastructure across North America. It offers comprehensive services in cloud computing, cybersecurity, networking, and system integration, helping corporate clients solve a wide range of IT challenges.

RESPONSIBILITIES

Cost Tracking and Reporting

- Monitor and track direct and indirect costs across departments and projects.
- Prepare regular cost analysis reports comparing actuals to budget and forecast.
- Identify cost variances and collaborate with department managers to investigate discrepancies.
- Submit required financial reports to the parent company.

Budgeting and Forecasting Support

- Assist in the development of departmental budgets and forecasts.
- Provide historical data analysis and cost trends to support annual planning.
- Participate in mid-year budget reviews and reforecasting activities.

Process Monitoring and Improvement

- Review purchasing and expense transactions to ensure alignment with cost control procedures.
- Recommend and implement process improvements to enhance cost efficiency.
- Support audits and internal reviews by providing cost-related documentation and analysis.

Systems and Data Management

- Maintain cost tracking tools, templates, and databases.
- Ensure accuracy and consistency of cost data in ERP or financial reporting systems.
- Assist in the implementation and testing of new cost control systems or enhancements.

Cross-Functional Collaboration

- Collaborate with Procurement, Operations, and Accounting teams to ensure cost allocations are accurately applied and consistently aligned with company policies.
- Provide guidance to teams on cost-saving opportunities and proper coding practices.
- Assist with training staff on cost control procedures and reporting tools.

Supervision and Treasury Support

- Supervise the Accounts Payable Specialist and oversee AP processes.
- Monitor daily cash flow and assist with cash management planning.
- Support short- and long-term cash flow forecasting.

Process Improvement and Automation

- Identify and implement best practices for AP and expense management to enhance accuracy, speed, and transparency.
- Recommend and drive process improvements and automation initiatives (e.g., enhancements in Business Central, Continia, Prophix).
- Collaborate closely with IT and Accounting teams to integrate and optimize reporting capabilities across ERP and financial systems.
- Support ongoing development and maintenance of reporting platforms and financial dashboards.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field
- 3–5 years of experience in cost control, financial analysis, or accounting
- 2+ years of supervisory or leadership experience
- Strong Excel skills and experience with ERP systems (e.g., Microsoft Dynamics, Business Central) and financial

planning tools

- Solid understanding of cost accounting principles and financial reporting
- Excellent analytical, communication, and problem-solving skills
- Ability to manage multiple priorities and meet deadlines
- Office-base environment with cross-departmental interaction

SALARY USD75,000-80,000

LOCATION Cypress, CA

WORK STYLE Full-Time (Onsite Office M-F)

#LI-JACUS #LI-US #countryUS

会社説明