



Cristian Jenkins

Job Cost Accountant

📞 (312) 555-7890 ✉ cristian.jenkins@example.com

🌐 linkedin.com/in/cristianjenkins 📍 Chicago, IL 60616

STRENGTHS



Analytical Skills

Transformed complex cost analyses into actionable insights that informed executive planning.



Collaboration

Fostered relationships with cross-functional teams, earning respect as a reliable resource on financial matters.



Attention to Detail

Consistently identified discrepancies in financial statements leading to rapid corrective actions.



Proactive Problem Solver

Identified loopholes in budget variances and proposed solutions before deadlines were impacted.



Effective Communicator

Successfully conveyed intricate financial concepts to non-financial team members promoting team understanding.

SKILLS

Cost Accounting Financial Analysis

GAAP Compliance Microsoft Excel

Budgeting Variance Analysis

Cross-Functional Collaboration

Financial Reporting

Project Management

Data Analysis

Inventory Management

Internal Audits

SUMMARY

Dedicated Cost Accountant with four years of experience specializing in job costing and financial reporting within manufacturing sectors. Strong background in analyzing costs, preparing statements, and driving budgeting processes across various product lines. Proven ability to work collaboratively with cross-functional teams to ensure operational efficiency and uphold accuracy in financial practices. Leveraged intimate knowledge of GAAP and proactive internal controls to enhance decision-making accessibility for stakeholders. Passionate about providing actionable insights that optimize profit margins while supporting compliance measures. Ready to contribute seamlessly as a key partner in the organization's success.

EXPERIENCE

Cost Accountant

ABC Manufacturing Solutions 📅 March 2025 - Present 📍 Schaumburg, IL

Overseeing cost accounting processes essential for multiple product lines at ABC Manufacturing Solutions, functioning as a critical link between operations, supply chain, and finance departments. Demonstrates leadership by enhancing data integrity through proactive analysis and strategic collaboration.

- Analyzed and reported manufacturing costs ensuring alignment with budgeting goals and promoting operational efficiency.
- Collaborated closely with finance and operations teams tracking job-related expenses for accurate forecasting.
- Prepared and posted journal entries in line with GAAP standards, strengthening financial reporting procedures.
- Compiled compelling monthly financial statements aiding high-level discussions about strategic decisions.
- Maintained strict adherence to internal controls to minimize discrepancies within financial transactions.
- Assisted in process improvements during special projects proving crucial for the organization's operational excellence.

Junior Cost Accountant

XYZ Concrete Products 📅 January 2023 - February 2025 📍 Naperville, IL

Actively engaged in the job costing function at XYZ Concrete Products, developing keen analytical skills while supporting senior accountants in diverse tasks related to cost management and financial accountability.

- Supported job costing efforts by meticulously tracking overhead, labor, and materials which ensured precise project evaluations.
- Contributed to preparing quarterly financial statements enhancing the reliability of overall reports.
- Facilitated cross-department collaboration fostering relationships that bolstered financial transaction validity.
- Helped build efficient budgeting processes delivering valuable insights into cost variances.
- Kept detailed records in accordance with GAAP resulting in increased fiscal transparency and trust.
- Participated in internal audits reinforcing commitment towards compliance with industry regulations.

LEADERSHIP & AWARDS

- Achieved Employee of the Month in March 2025 for exemplary performance in cost management.
- Recognized for contributions to improving departmental workflow efficiencies in 2023.

Process Improvements

Expense Tracking

Transaction Reconciliation

Forecasting

LANGUAGES

English

Native

Spanish

Proficient

MY CAREER

3.5

YEARS

Cost Accountant at ABC Manufacturing Solutions (1.4 Years)

Junior Cost Accountant at XYZ Concrete Products (2.1 Years)

EDUCATION

Associate Degree in Accounting
Community College of Chicago 🎓 GPA: 3.8 📅 2024 📍 Chicago, IL
Coursework: Financial Reporting, Cost Analysis, Budgeting, GAAP Compliance

CERTIFICATIONS

- Certified Cost Accountant (CCA) 📅 2025
- QuickBooks Certified User 📅 2026

TECHNICAL SKILLS

- Accounting Software:** QuickBooks, Sage 100, Xero
- Data Visualization Tools:** Tableau, Power BI, Microsoft Excel
- Project Management Software:** Asana, Trello, Monday.com
- Statistical Analysis Tools:** R, SPSS, SAS
- Spreadsheet Applications:** Microsoft Excel, Google Sheets, LibreOffice Calc
- Financial Reporting Standards:** GAAP, IFRS, CAS
- Budgeting Software:** Adaptive Insights, Planful, Prophix
- ERP Systems:** SAP, Oracle ERP, Microsoft Dynamics
- Document Management Systems:** DocuWare, M-Files, SharePoint
- Collaboration Tools:** Slack, Microsoft Teams, Zoom

PROFESSIONAL AFFILIATIONS

- Member of the Illinois CPA Society since 2025, engaging in collaborative learning.
- Active participant in community financial literacy programs, aiming to educate local residents.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST