

Lucas Reed

Cost Accounting Assistant

Analytical cost accounting assistant with 6 years of experience supporting cost analysis, inventory tracking, and overhead reduction in manufacturing environments. Proficient in preparing production cost sheets, coordinating budget forecasts for new product launches, and maintaining financial records for compliance and auditing. Skilled in identifying cost-saving opportunities through detailed production line analyses and cross-functional collaboration with operations teams.

EDUCATION



Bachelor of Science, Accounting

DePaul University
Chicago, IL | May 2016

KEY SKILLS



- Production cost analysis and overhead reporting
- Inventory cost tracking and variance analysis
- Budget optimization and forecast coordination
- Financial reporting for manufacturing operations
- Cost sheet preparation and review
- Cross-functional collaboration with production teams
- GAAP compliance and internal controls
- QuickBooks and Microsoft Excel (advanced)
- Audit support and compliance documentation

PROFESSIONAL EXPERIENCE



Cost Accounting Assistant | Precision Manufacturing Co. , Chicago, IL
February 2019 – Present

- Assisted in preparing detailed cost analyses for 10+ production lines, implementing revised overhead allocation methods that led to a 12% reduction in production costs
- Tracked inventory costs for \$5 million in raw materials monthly, producing weekly variance reports that enabled procurement teams to adjust purchasing 15% more efficiently
- Coordinated with 5 production managers to forecast budgets for 3 new product launches, contributing to launch cost accuracy within 8% of projections
- Maintained financial records for internal and external auditing across 4 production facilities, achieving zero audit findings over 5-year tenure
- Prepared monthly cost summary reports for 6 department heads, incorporating actuals vs. standard cost comparisons and overhead variance commentary
- Assisted in identifying \$80,000 in annual overhead savings through systematic analysis of indirect labor and facility cost allocations

Accounting Associate | Metro Industrial Solutions , Chicago, IL
January 2017 – January 2019

- Supported preparation of cost sheets for 8 manufacturing processes, providing production managers with accurate cost-per-unit data for pricing decisions
- Maintained detailed financial records for 2 years of audit documentation, supporting clean external audit outcomes with zero material findings
- Assisted in reconciling discrepancies in production expense reports monthly, identifying and correcting 8-12 coding errors per cycle
- Coordinated with 3 department managers to compile and review monthly cost center reports, ensuring all variances were explained before submission to senior leadership

CERTIFICATIONS



- Cost Accounting Standards Certification , CASB, September 2020
- Certified Management Accountant (CMA) , IMA, December 2019