https://talentresourceprofessionals.com/job/cost-accounting-specialist/

Cost Accounting Specialist

Hiring organization
Talent Resource Professionals

Employment Type
Full-time

Beginning of employment
Immediate

Duration of employment
Full Time Permanant

Industry
Food Processing

Job Location
Greater Chico Area, California, USA

Base Salary
$ 20.00 - $ 25.00

Date posted
November 18, 2025

Valid through
31.12.2025

Description

Position Overview

We are seeking a detail-oriented and dependable Cost Accounting Specialist to join our team. This role is ideal for someone with strong accounting skills, excellent organization, and the ability to work both independently and collaboratively. The Cost Accounting Specialist will support daily accounting functions, payroll processing, vendor management, and reporting to ensure efficient and accurate financial operations.

Responsibilities

Key Responsibilities

Accounts Payable & Vendor Management

- Process vendor invoices; code and enter AP transactions into the accounting system.
- Prepare and execute accounts payable check runs.
- Respond to vendor inquiries promptly and professionally.
- File credit applications for new vendors.
- Manage W9 requests and maintain vendor compliance documents.
- Assist in preparing vendor payable reports.

General Accounting

- Prepare allocations and journal entries.
- Perform consistent, accurate, and timely data entry.
- Maintain well-organized and accessible company files.
- Support general office functions and promote a collaborative team environment.

Payroll Processing

- Process payroll accurately and on schedule.
- Enter timekeeping data and maintain records of time off (vacation, sick leave, LOA, layoffs).

Payroll Tax & Compliance

- Prepare and file semi-monthly payroll taxes.
- Complete monthly workers' compensation reporting.
- Prepare quarterly state and federal payroll reports.
- Complete annual state and federal payroll filings.
- Support annual workers' compensation audits.

Other

- Maintain reliable attendance and punctuality.
- Perform additional duties as assigned.

Qualifications

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- Minimum 2 years of accounting experience, including use of accounting software.
- High attention to detail with strong math and analytical skills.
- Ability to manage multiple tasks and meet deadlines.
- Strong organizational and follow-up abilities.
- Proficiency in Microsoft Outlook, Access, Word, and Excel.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Self-motivated, reliable, adaptable, and eager to take on additional responsibilities.

Job Benefits

- Competitive pay
- 401k with match
- Medical/Dental/Vision
- PTO
- Vacation
- Room to grow internally
- Many other benefits