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# Example of Accountant, Fixed Assets Job Description

Our innovative and growing company is looking for an accountant, fixed assets. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accountant, fixed assets

* Provide support on technical accounting issues and provide assistance with special projects as necessary
* Review and place assets under construction (CIP/AUC assets review)
* Review and record various intercompany fixed asset transfers
* Record and review fixed assets disposal in the system
* Assign and issue fixed asset tags
* Reconcile fixed asset sub-ledger vs
* Perform various fixed assets analyses (depreciation reasonableness, mid-month review, fluctuation analysis)
* Coordinate physical fixed assets count
* Provide audit (internal/external) support
* Assist in various clean-up efforts

## Qualifications for accountant, fixed assets

* At least 3+ years experience in various aspects of accounting, including Accounts Payable and Fixed Assets
* BS degree in Accounting, Economics, Business or Finance required
* Able to handle pressure and short deadlines with a positive attitude
* Exhibit willingness and ability to learn, adapt and improve the environment
* Proficient PC skills in the areas of integrated business system environments, and other basic office software, such as, spreadsheet, database and word-processing
* Financial and accounting report writing skills