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# Example of Fixed Asset Accountant Job Description

Our innovative and growing company is looking to fill the role of fixed asset accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fixed asset accountant

* Coordinate procurement and transfer of equipment with operations
* Calculates entries for deferred rent and provides detailed analysis of straight line lease exposure
* Assists Analyst, Financial Associate in the coordination of AFE/AFL approval system
* Calculates the capitalized interest additions and amortization expense and prepares the related journal entries for the appropriate divisions/legal entities
* Coordinates activities associated with the JD Edwards Fixed Asset System and advises and/or assists in its use as required
* Provide the Corporate Controller’s Department with the data necessary to complete and timely file U.S. federal and other governmental or agency reports and filings
* Completes lease versus purchase analysis to assist management in decision making
* Accesses, inputs, and retrieves information from the computer, if applicable
* Assists in regularly scheduled plant fixed asset physical inventory counts in order to maintain consistency and accuracy of the J.D
* While the regular working cycle of this position is usually 5 days on (Monday-Friday), this job may include working weekends (Saturday and Sunday)

## Qualifications for fixed asset accountant

* Must have Bachelor’s degree in Accounting , Finance or related discipline
* Must have 1-2 years of experience in Fixed Asset Accounting or related field
* Must have intermediate Microsoft Office skills ( Work, Excel, Outlook)
* 1 to 2 years of practical experience in accounting in an international-multinational environment (US company ideal)
* Fluent in writing and speaking English is a requirement
* Good team spirit and able to work in cooperation with others team members