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# Example of Fixed Asset Accountant Job Description

Our innovative and growing company is hiring for a fixed asset accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fixed asset accountant

* Updates physical file of each fixed asset acquired by the company with all supporting documentation
* Controls the movement of fixed assets, including the acquisition, transferrence, consigning, termporary exit, sale, and permanent exit, registering each movement and providing copy to affected personnel
* Physically inventory equipment with the goal of updating registers in the system and maintain a better control of assets
* Elaborates the Fixed Asset Balances at the end of each month to be used in the Financial Analysis area for reporting to Corporate
* Generates the accounting depreciation along with the previous analysis of assets to be depreciated the validation of the balances in the Fixed Asset Module
* Generates the prorated depreciation report for Maquilas and for LLC Lux (Depreciation Allocation) basing on prorating criteria
* Elaborates reports used in audits done by KPMG that show movement of fixed assets on a quarterly basis
* Controls costs and requisitions related with the maintenance of Fixed Assets, with the goal of monitoring the same relative to that which is budgeted and reduce variances
* Maintains fixed asset sub-ledgers for multiple surgery centers
* Receive and code invoices for fixed asset purchases in accordance with the capitalization policy

## Qualifications for fixed asset accountant

* Have adaptation facilities and be able to work on a fast moving environment
* BS in Accounting or Business/Finance with an emphasis in accounting
* Employees/Candidates who have attained the CPA certification or who are in the process of attaining the CPA certification
* Proficiency in the Microsoft Office application suite
* Prepare monthly journal entries including depreciation, asset dispositions, asset transfers, and reclassifications as required to accurately close the monthly fiscal period
* Reconciles fixed asset balance sheet accounts monthly