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# Example of Fixed Asset Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of fixed asset accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fixed asset accountant

* Assist with monthly reporting requirements
* Review construction-in-progress on an ongoing basis
* Accurately record new capital leases and prepare amortization schedules
* Enter fixed asset information into tax packages on a yearly basis
* Assist with obtaining and analyzing fixed asset information for acquisitions
* Responds to request for information from Corporate, Internal Audit, ASD Management, other internal management and surgery centers
* Ensures that privileged and/or proprietary information is adequately safeguarded against disclosure
* Fixed Asset Accounting with journal entries preparation/input and balance sheet reconciliations
* Assist in monthly financial reporting
* Provide analytical support related to fixed assets for the company and mostly its international subsidiaries

## Qualifications for fixed asset accountant

* Strong planning and multi-tasking abilities
* Able to perform basic mathematical calculations, balance and reconcile figures, punctuate properly, and spell correctly
* Assist with the budget and forecasting analysis
* Provide assistance in the continuous improvement process
* Complete ad hoc analytics and special projects
* Lead control process improvement efforts, including key Financial Compliance systems (BST – balance sheet account recons, JET – journal entries, QARC – client requests, and related SharePoint sites