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# Example of Fixed Asset Accountant Job Description

Our company is growing rapidly and is looking to fill the role 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

* Provides Finance Support to continuous improvement activities in the plant
* Prepares the capital and fixed asset transactions, including additions, depreciation, disposals, and impairments
* Provides support to address all fixed asset related audit and tax department queries
* Review adequacy for fixed asset accruals and depreciation calculations
* Manage the process of converting investment proposals to capitalized assets
* Track company expenditures for fixed assets in comparison to the budget and management authorizations
* Prepares journal entries, performs account reconciliations and analysis, and prepares schedules and general ledger accounts for internal and external reporting and external auditors for assigned areas
* Works with various groups and functions to facilitate continuous process improvement
* Experience with SAGE software a plus
* Assists with system upgrades for financial systems as needed and actively participates on special projects as assigned

## Qualifications for fixed asset accountant

* Good written and communication skill in English
* Track individual project spending against approved amount full year capital budget, reporting monthly
* Assists with SOX compliance and physical asset verification of fixed asset accounting records
* Reviews transactions, collects and evaluates data, conducts analysis, and prepares reports
* Assists with the reviews and verification of the accuracy of fixed asset sub-ledgers and accounting classifications assigned to various records
* Supports site location visits and physical verification procedures