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# Example of Fixed Assets Accountant Job Description

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

## Responsibilities for fixed assets accountant

* Preparing financial analysis of fixed assets for senior management
* Offer suggestions about resources in relation to forecasting and budgeting to senior management
* Record Fixed Assets into Company General Ledger System
* Prepare Balance Sheet reconciliations & analytics for fixed asset accounts
* Act as the gate-keeper of expenditure treatment for Capital vs Operating Costs
* Support the annual fixed asset impairment testing process
* Prepare, record and reconcile capitalized salaries and benefits
* Responsible for capital asset upload to the depreciation sub-ledger ensuring appropriate lives
* Assist with corporate expense analysis for Construction, Real Estate & Information Technology departments
* Maintain the Company’s Fixed Asset Policy

## Qualifications for fixed assets accountant

* Bachelor's degree in accounting or finance coupled with at least 2-3 years of relevant accounting experience is required
* Must be advanced at Excel
* Must have multi-location experience
* Must have strong knowledge of GAAP
* Validate the accuracy and completeness of various internal financial reports
* Prepare Repairs & Maintenance accruals and report on budget/prior year variances