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# Example of Fixed Assets Accountant Job Description

Our growing company is hiring for a fixed assets 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 assets accountant

* Monthly suspense account reconciliations
* Journal entry creation
* Perform special projects or other tasks as assigned
* Performing month-end close procedures relating to fixed assets
* Calculating and recording depreciation and preparing supporting documentation
* Preparing bank reconciliations and account reconciliations
* Assisting with the annual audit
* Reconcile the balances in the fixed asset subsidiary ledger to the summary-level accounts in the general ledger
* Maintain CAR
* Review fixed assets purchase requests (initial asset creation review)

## Qualifications for fixed assets accountant

* Career-minded and goal-oriented person who is able to see challenges as an opportunity for future advancements
* Bachelor's degree or equivalent experience in accounting
* 3 or more years' progressive accounting experience
* Strong fixed assets experience
* Mainframe G/L experience
* Strong understanding of fundamental accounting transaction flows including system interfaces