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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

* Review fixed asset supporting documentation, and record fixed asset acquisitions and capital projects in Oracle through Oracle Projects (OPC)
* Review the compilation of project costs in the CIP accounts in OPC, and reconcile the CIP accounts to the general ledger monthly
* Review account coding on Purchase Orders for Capital Spending prior to management approval
* Monitor the closure of CIP projects in OPC once the related projects have been completed
* Run depreciation in Oracle Fixed Assets, review for reasonableness, and post to the general ledger
* Reconcile the balance in the fixed asset sub-ledger to the general ledger
* Conduct periodic impairment inquiries for capital assets
* Maintain SOX controls, desktop procedures for capital assets
* Conduct a periodic review and analyses of the Fixed Assets Register
* Prepare fixed asset schedules for Internal Audit, SOX, and SEC teams, and respond to inquiries

## Qualifications for fixed assets accountant

* Balance Sheet account reconciliation and analysis experience
* General Ledger knowledge, knowledge of system oriented monthly closing processes and account reconciliation
* At least 3 years accounting-related experience
* Experience in a shared services center of a multinational corporation desirable
* Background in automotive industry or other form of manufacturing (preferred)
* Bachelor's degree in Accounting or Finance and/or the equivalent in experience