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# Example of Fixed Assets Accountant Job Description

Our growing company is looking for a fixed assets accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fixed assets accountant

* Maintain fixed asset records including additions, retirements, and book and tax depreciation for multiple companies
* Effectively communicate with managements
* Monitor and review Construction in Process (CIP) and work closely with field personnel to ensure timely in service dates with proper useful lives and asset classifications
* Invoice project costs as required by construction contracts
* Perform reporting and analysis, including monthly, quarterly, and annual management reporting of capital expenditures for audit support
* Support FERC rate cases and FERC audits
* Maintain fixed asset records including additions, retirements, and book depreciation for multiple companies
* Perform monthly roll forward and other month end close schedules
* Resolve closing issues and account for transactions
* Identify and record monthly activity (additions, transfers, retirements, ) in the Oracle Fixed Assets system

## Qualifications for fixed assets accountant

* And efficiently in a fast paced environment
* Motivated dependable self-starter
* 8+ years’ experience in fixed assets accounting
* Minimum of 1-3 years of hands on related accounting experience
* Account reconciliation and audit experience is a plus
* A working knowledge of Computron, Datatech, Hyperion, and/or SAP is a plus