



Example of Fixed Asset Accountant Job Description

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

Responsibilities for fixed asset accountant

- Updates physical file of each fixed asset acquired by the company with all supporting documentation
 - Controls the movement of fixed assets, including the acquisition, transference, consigning, temporary exit, sale, and permanent exit, registering each movement and providing copy to affected personnel
 - Physically inventory equipment with the goal of updating registers in the system and maintain a better control of assets
 - Elaborates the Fixed Asset Balances at the end of each month to be used in the Financial Analysis area for reporting to Corporate
 - Generates the accounting depreciation along with the previous analysis of assets to be depreciated the validation of the balances in the Fixed Asset Module
 - Generates the prorated depreciation report for Maquilas and for LLC Lux (Depreciation Allocation) basing on prorating criteria
 - Elaborates reports used in audits done by KPMG that show movement of fixed assets on a quarterly basis
 - Controls costs and requisitions related with the maintenance of Fixed Assets, with the goal of monitoring the same relative to that which is budgeted and reduce variances
 - Maintains fixed asset sub-ledgers for multiple surgery centers
 - Receive and code invoices for fixed asset purchases in accordance with the capitalization policy
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- Have adaptation facilities and be able to work on a fast moving environment
- BS in Accounting or Business/Finance with an emphasis in accounting
- Employees/Candidates who have attained the CPA certification or who are in the process of attaining the CPA certification
- Proficiency in the Microsoft Office application suite
- Prepare monthly journal entries including depreciation, asset dispositions, asset transfers, and reclassifications as required to accurately close the monthly fiscal period
- Reconciles fixed asset balance sheet accounts monthly