



Example of Fixed Asset Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of fixed asset 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 asset accountant

- Assist with monthly reporting requirements
- Review construction-in-progress on an ongoing basis
- Accurately record new capital leases and prepare amortization schedules
- Enter fixed asset information into tax packages on a yearly basis
- Assist with obtaining and analyzing fixed asset information for acquisitions
- Responds to request for information from Corporate, Internal Audit, ASD Management, other internal management and surgery centers
- Ensures that privileged and/or proprietary information is adequately safeguarded against disclosure
- Fixed Asset Accounting with journal entries preparation/input and balance sheet reconciliations
- Assist in monthly financial reporting
- Provide analytical support related to fixed assets for the company and mostly its international subsidiaries

Qualifications for fixed asset accountant

- Strong planning and multi-tasking abilities
- Able to perform basic mathematical calculations, balance and reconcile figures, punctuate properly, and spell correctly
- Assist with the budget and forecasting analysis
- Provide assistance in the continuous improvement process

- Lead control process improvement efforts, including key Financial Compliance systems (BST – balance sheet account recons, JET – journal entries, QARC – client requests, and related SharePoint sites