Example of Fixed Assets Accountant Job Description

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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