



# Example of Fixed Assets Analyst Job Description

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Our company is growing rapidly and is hiring for a fixed assets analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fixed assets analyst

- Prepare month end journal entries, including accruals
- Ensure accuracy of period end financial information and investigate/explain any material discrepancies
- Assist in preparation of the monthly forecast providing production performance and purchase price variance tracking
- Budget preparation, Forecasts and Financial analysis
- Ensure the accuracy, integrity, and analysis of the General Ledger are maintained in accordance with GAAP, IAS and NFCM
- Compile key metrics of Fixed Asset data reported to Accounting management on a monthly basis
- Balance entries between general ledger and fixed asset system
- Process monthly asset creations and updates
- Process monthly asset retirements and transfers
- Process monthly Fixed Asset depreciation close

## Qualifications for fixed assets analyst

- Experience with capital forecasting and reporting a plus
- Responsible for the production of the month end consolidated accounts for all fixed Asset movements reconciling the general ledger with the fixed asset register(s)
- Reconciliation and control of month end accruals for fixed assets ensuring full

- Develop and deliver accurate and relevant Management reporting to ensure that Asset Management risks and issues are flagged and mitigated and to monitor the overall performance of Capital expenditure and other key performance indicators
- Act as the accounting expert on varying asset ownership rules unilateral, shared or third party ownership liaising with the various owners to produce a fully reconciled set of accounts
- Support AUC/AICC (Asset under Construction or Asset in Course of Construction) accounting across EE providing guidance and support to maintain an appropriate level, proactively challenging projects with long time scales and multiple slippages to ensure timely capitalisation of assets