JOB DESCRIPTION

Position/Title: Fixed Asset Accountant
Department: Corporate Administrative
Reports To: Controller
FLSA Status: Exempt
Last Updated: 11/04/14

Summary: The Fixed Asset Accountant responsibilities include, but are not limited to, recording the cost of newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets.

Essential Job Duties/Functions:

• Create and monitor a system of controls, procedures, and forms for the recording of fixed assets.
• Record fixed asset acquisitions and dispositions in the accounting system.
• Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
• Work closely with the other departments in tracking project costs in comparison to their budgeted projections.
• Conduct periodic reviews of the fixed asset schedule to determine dispositions.
• Reconcile the balance in the fixed asset subsidiary ledger to the general ledger.
• Run depreciation for all fixed assets.
• Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
• Review and preparation of monthly financial statements.
• Reconcile specific general ledger accounts.
• Assist in the preparation of budgets.
• Communicate with co-workers, management and clients in a courteous and professional manner.
• Reporting for work in a timely manner when scheduled.

Additional Job Duties:

• Other job duties and responsibilities as assigned.

Supervisory Responsibilities:

• None.

Education and/or Experience (include certs or licenses needed):

• Bachelor’s degree in business or accounting and/or 2-3 years of fixed asset accounting experience.
Minimum Qualifications:

- Highly detail oriented and organized in work
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- Excellent interpersonal, communication, and problem solving skills
- Proficient in Microsoft Excel
- Knowledge of JD Edwards software preferred
- Ability to meet assigned deadlines.
- Must be able to communicate in English. – IF APPLICABLE.
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.

Physical Requirements:  The physical demands described here are representative of those that must be met by the Fixed Asset Accountant to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

- The employee in this job must occasionally lift and/or move up to 35 to 40 lbs.; and the employee is frequently required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear in the normal course of performing the duties of this job.