

Fixed Asset Accountant Job Description

Duties and Responsibilities:

- Record fixed assets by creating and supervising a system of procedures, forms, and controls
- Recommend any updates to accounting policies affecting fixed assets to management
- Allocate tag numbers to fixed assets to effectively track them from time to time
- Record in the accounting system newly acquired fixed assets and those disposed
- Track, compile, and record project costs in fixed asset accounts; close out the accounts at the completion of the projects
- Perform reconciliation of fixed asset subsidiary ledger balance with summary-level account in the general ledger
- Perform depreciation calculation for all fixed assets
- Perform revision and update on the detailed schedule of accumulated depreciation and fixed assets
- Perform asset retirement obligation calculations for ARO applicable assets
- Find out fixed assets' obsolescence potential
- Carry out periodic reviews on intangible assets' impairment
- Carry out inventory counts of fixed assets physically
- Recommend fixed assets that should be disposed off to management
- As may be requested by management, perform fixed asset related analyses
- Create fixed asset related audit schedules, and collaborate with auditors on their assignments
- Perform property tax returns report
- Serve as company representative at any audits relating to fixed assets facilitated by a government agency

- Track Company's fixed asset spending in relation to its capital budget, as well as management authorizations.

Fixed Asset Accountant Requirements – Skills, Knowledge, and Abilities

- Possess Bachelor's degree in accounting
- Possess strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong knowledge and experience of fixed assets and General Ledger
- Possess strong proficiency in Excel
- Strong ability to apply several accounting and reporting systems
- Strong communication and analytical skills
- Strong ability to work individually or in a team setting
- Excellent interpersonal and time management skills to meet time-sensitive deadlines
- Strong ability to give attention to detail and to perform multiple tasks at the same time
- Most employers will require that you pass certain [assessment tests](#) to confirm your eligibility for this job.