

ACCOUNTANT-FIXED ASSETS

General Statement of Duties:

The Fixed Asset Accountant is responsible for maintaining all fixed assets of the City including developing and monitoring appropriate internal controls and procedures and ensuring they are followed. Additionally, the Fixed Asset Accountant is responsible for the recording and disposition of fixed assets, recording and tracking of construction in progress, and monthly reconciliations of the fixed asset subsidiary ledger and construction in progress tracking schedule to the general ledger.

Essential Job Duties

- Administer the fixed asset function including developing and monitoring appropriate internal controls and procedures
- Record capital asset acquisitions and disposals
- Verify inventory by physical count and make necessary adjustments in the accounting system
- Maintain monthly construction in progress tracking schedule
- Perform monthly reconciliations including reconciling the fixed asset subsidiary ledger and construction in progress tracking schedule to the general ledger
- Review all council resolutions for project appropriations and establish and monitor capital projects within the accounting system
- Close out projects upon completion
- Prepare project status report on a quarterly basis
- Prepare schedule of resources available on a monthly basis
- Run monthly depreciation for all fixed assets
- Prepare audit schedules related to fixed assets and assist auditors with fixed asset inquiries
- Prepare fixed asset related journal entries as necessary
- Assist the Chief Accountant and Finance Director on journal entries
- Assist the Chief Accountant with audit schedules as assigned
- Assist the AP Clerk with Purchase Order Requests
- Other duties and projects as assigned by the Finance Director

Physical and Environmental Conditions

- Ability to sit and move about an office or building.
- Ability to lift more than 25 pounds

Required Qualifications

Bachelor's degree in Accounting, Finance, or Business required and one to three years of fixed asset accounting experience.

Driver's License required.

Knowledge of accepted governmental accounting practice and principles. Knowledge of modern office management principles, practices and equipment. Ability to design and install accounting systems. Ability to analyze and interpret fiscal and accounting records. Highly detail oriented and organized in work. Ability to meet assigned deadlines. Excellent communication and interpersonal skills. Ability to act independently with minimal daily interaction to accomplish objectives. Ability to maintain effective working relationships with other employees and public officials. Proficiency in Microsoft Office applications. Knowledge of Incode software is a plus.