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## Fixed Asset Accountant Resume

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### Job Objective

Seeking a Fixed Asset Accountant position in management support where achieved accounting skills will be developed.

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### Highlights of Qualifications:

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- A great deal of experience working with fixed asset accounting and lease accounting software
  - Strong understanding and application of GAAP and FASB 13 – Accounting for Leases
  - In-depth knowledge of General Ledger Accounting and month-end closing process
  - Solid knowledge of GAAP and technical accounting research
  - Ability to interpret regulations and communicate policies and procedures
  - Strong organization skills including ability to set and meet deadlines
  - Ability to Work independently as well as within a team environment
  - Excellent ability to communicate both verbally and in writing for diverse audiences
  - Trustworthy individual with strong ethics and integrity
  - Remarkable ability to review and verify accuracy of data
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### Professional Experience:

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Fixed Asset Accountant, August 2005 – Present  
Cameron Craig Group, Bayside, NY

- Prepared standard and non-standard income and balance sheet statements, and consolidated statements.
- Ensured timely and accurate completion of monthly financial statements for management review and assisted with the budget development.
- Analyzed financial records and reports, and advised on accounting reserves, assets and expenditures.
- Reviewed and verified the accuracy of journal entries and accounting classifications assigned to various records.
- Conducted special studies and developed and recommended accounting methods and procedures.
- Coordinated with other departments, locations and divisions concerning accounting.

Fixed Asset Accountant, May 2000 – July 2005  
Hemming Morse, Inc, Bayside, NY

- Reconciled fixed asset subsidiary ledgers and resolved any resulting discrepancy.
  - Ensured that all inventory transfers are appropriately accounted.
  - Investigated issues affecting the company's fixed assets and recommended ways of resolving them.
  - Prepared monthly fluctuation analyses and accumulated depreciation accounts.
  - Prepared audit schedules and resolved audit issues adhering to applicable procedures.
  - Prepared supporting tax schedules and property tax returns.
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### Education:

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Bachelor's Degree in Accounting, Oakland University, Rochester, MI

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