

Position: Fixed Asset Accounting Manager



Reports to: Accounting Manager

Overview:

The Fixed Asset Accounting Manager will ensure that all capital projects, dispositions and purchases are appropriately tracked and accounted for in the General Ledger.

Position Responsibilities:

- Ensure accurate and timely capitalization, depreciation, disposals, transfers and adjustments of assets and projects, in accordance with generally accepted accounting principles and company policies and procedures;
- Review hotel capital expenditures to ensure proper classification as a fixed asset;
- Manage staff and monthly fixed asset closing procedures;
- Supervise and participate in the preparation of various financial reports;
- Assist with preparation of corporate balance sheet reconciliations and record journal entries, as assigned;
- Review workpapers prepared by staff accountants;
- Calculate depreciation for all fixed assets using Sage FAS software for book and tax purposes;
- Identify potential fixed asset disposals;
- Record journal entries in the corporate accounting system;
- Prepare and review monthly close schedules and reconcile the fixed assets system to the general ledger system;
- Assist with audit inquiries;
- Support property insurance claims;
- Assist with maintaining and preparing schedules to support personal property tax filings, and sales/use tax;
- Develop and implement policies and procedures to improve efficiencies and accuracy.

Requirements:

- Bachelor's degree in accounting from an accredited college.
- Strong understanding of and ability to demonstrate knowledge of generally accepted accounting standards, state and local taxes, and federal income taxes as it relates to fixed asset related activities.
- Four or more years of corporate fixed asset experience.
- Strong attention to detail with good organizational skills.
- Ability to prioritize workload and meeting deadlines.
- Self-motivated.
- Critical thinking and problem-solving skills.
- Effective verbal and written communication skills.
- Ability to work in a fast past team environment.