

EMMA JOHNSON

Fixed Asset Accountant

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PROFESSIONAL SUMMARY

Detail-oriented Fixed Asset Accountant with 10 years of experience in managing asset lifecycles, depreciation, and compliance. Proven track record in optimizing asset management processes and enhancing financial reporting accuracy.

WORK EXPERIENCE

Fixed Asset Accountant I

Pineapple Enterprises

📅 Dec / 2018-Ongoing

📍 Santa Monica, CA

1. Managed daily journal entries for capital asset inventory, ensuring accurate funding source tracking.
2. Prepared month-end close documents, including depreciation schedules and funding reports, while balancing GL accounts with physical counts.
3. Conducted internal asset audits for multiple facilities, enhancing compliance and accuracy.
4. Developed and executed a comprehensive asset audit, completing it 18 months ahead of schedule, saving \$50K in personnel costs.
5. Provided financial control guidance to operational teams, improving asset management practices.
6. Authored a capital asset policy manual, establishing clear guidelines for asset acquisition and disposal.
7. Collaborated with cross-functional teams to ensure accurate asset reporting and compliance with accounting standards.

Fixed Asset Accountant

Summit Peak Industries

📅 Dec / 2014-Dec / 2018

📍 Denver, CO

1. Tracked and recorded the general ledger impact of capital expenses and construction projects.
2. Monitored project completion timelines, ensuring adherence to budget and schedule.
3. Reconciled depreciation GL accounts with sub-ledgers to maintain accuracy.
4. Generated fixed asset activity reports, facilitating informed decision-making.
5. Maintained the Fixed Asset Database, categorizing assets and determining their useful lives.
6. Managed asset transfer requests and generated proforma invoices for asset disposals.
7. Conducted special projects to enhance asset management efficiency and reporting accuracy.

EDUCATION

Bachelor of Science in Accounting

University of Illinois

📅 Dec / 2011-Dec / 2014

📍 Chicago, IL

Focused on financial accounting, auditing, and asset management principles.

SKILLS

Asset Management

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Depreciation Analysis

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Financial Reporting

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General Ledger Reconciliation

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ACHIEVEMENTS

- ★ Streamlined asset tracking processes, reducing discrepancies by 30%.
- ★ Led a fixed asset audit that identified \$100K in unrecorded assets.
- ★ Implemented a new depreciation schedule that improved reporting accuracy by 25%.