

# Fixed Assets Accountant

## Jūsų užduotys

### Purpose of the Job

- Works independently, manages and oversees the company's fixed assets, ensuring accurate recording and tracking of acquisitions, disposals, and depreciation. Responsible for identification, recording, valuation, accounting, reporting and timely capitalization of capital projects, the reconciliation and reporting of capital work in progress and to carryout revaluation and stock take activities.

### Job Description / Main Responsibilities:

- Maintains fixed asset ledgers, performing regular reconciliations, and ensuring compliance with relevant accounting standards and regulations
- Collaborates with various departments to ensure proper capitalization of assets, conducts periodic physical asset verifications, and provides detailed reports to inform financial decision-making
- Review, update, and implement fixed asset accounting policies and procedures
- Record and categorize newly acquired fixed assets
- Track and maintain records of existing fixed assets, including details such as descriptions, locations, and valuations
- Conduct regular reconciliations of fixed asset sub-ledgers to general ledger
- Coordinate and oversee physical inventories of fixed assets
- Calculate and record depreciation for fixed assets according to policies and standards
- Prepare fixed asset-related journal entries, including adjustments, reclassifications, and disposals
- Assist with month-end and year-end close processes for fixed asset accounts
- Support the preparation of financial statements and reports by collaborating with the finance team
- Monitor and analyze fixed asset expenditures and projects for proper capitalization
- Respond to internal and external audit requests associated with fixed assets
- Provide budgeting and forecasting support related to fixed assets
- Participate in initiatives to improve fixed asset management processes
- Ensure compliance with accounting standards, company policies, and regulatory requirements
- Train and mentor junior staff on fixed asset accounting processes and best practices

## Reikalavimai

- Mandatory: Academic Degree in Economics (Cost Accounting,



Darbo ID  
**REF81975B**

Vieta  
**Timișoara**

Lyderystės lygis  
**Leading Self**

Darbo laiko lankstumas  
**Hybrid Job**

Juridinis asmuo  
**ContiTech Thermopol Romania S.R.L.**

Controlling, Finance)

- Mandatory: 3 years of professional experience in Fixed Assets Accounting
- Mandatory: Working experience with SAP System
- Mandatory: very good level of English language (written and spoken)
- Mandatory: Good PC skills and Microsoft Office knowledge (expert on working with Excel)
- Should have strong technical and analytical skills with solid cost accounting background
- Ability to build professional relationships with internal and external clients
- Ability to analyze financial data and prepare financial reports, statements and projections with strong attention to detail
- Able to maintain strict confidence in financial sensitive information, and demonstrate a high level of integrity.
- Excellent communication and analysis skills required accompanied with a persona of a high character teammate
- Willingness to continuously learn and be open to feedback to improve individual performance.

## **Mes siŭlome**

Works independently and ensures quality, accuracy and transparency in providing detailed analysis to decision makers regarding the business and the company's performance

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## **Apie mus**

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