



Exempt Position Job Description

Position Title: Fixed Asset Specialist
SBU/Staff Dept.: Accounting
Supervisor: Accounting Manager

Current as of: November 28, 2023
Location: Fuyao Glass Illinois

JOB SUMMARY:

Perform job functions associated with organizing and maintaining company assets in a fast-paced work environment. Team member of finance group, which provides support for all departments at Decatur, IL site.

DUTIES AND RESPONSIBILITIES:

- Organize and maintain company Fixed Assets
 - Monitor charges to Fixed Asset accounts
 - Monitor repair & maintenance costs of fixed assets
 - Reconcile Fixed Asset Balance Sheet accounts to subledger
 - Set up Fixed Assets in subledger, including depreciation schedules
 - Plan and assist physical counts of Fixed Assets
 - Ensure proper forms submission for disposals
- Oversee documentation and progress of Construction in Progress Projects
 - Create and monitor approved projects
 - Monitor and regular follow ups on project progress
 - Ensure proper form submission for completed projects
 - Set up fixed assets/depreciation or amortization schedules from completed projects
- Generating reports as needed
- Fulfill audit requests as needed
- Assist in compiling annual budget
- Perform month end closing processes
- Assist with other Accounting functions as time permits

QUALIFICATIONS:

- Degree in accounting or comparable job experience
- Experience in manufacturing environment
- Advanced knowledge of Microsoft Excel
- Proficient computer skills
- Ability to work independently
- High attention to detail and results
- Strong planning, organization and critical thinking skills
- Desire for learning and process improvement
- Excellent communication skills with the ability to interact positively with all levels of management, and ability to build rapport with Operations
- Knowledge of Sales Tax and/or SQL a plus