



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Fixed Asset Accountant
DEPARTMENT/DIVISION/SECTION: Controller's Office/Accounting Division
REPORTS TO: Manager of Accounting

MINIMUM REQUIREMENTS:

Bachelor's degree in Accounting or Finance. Education must include a minimum of 12 credit hours in accounting with three to five years' work experience in accounting. Experience with fixed assets is preferred.

POSITION SUMMARY:

The Accounting Division prepares audited financial statements and other financial reports to control and account for funds and to analyze and project financial data. Once in-office training has been completed, this position will have a hybrid/remote work environment with two to three days in the office per week.

The Fixed Asset Accountant role focuses on managing fixed assets by collaborating with others within the Controller's Office as well as departments external to the Controller's Office, to ensure accurate recording and reporting of the fixed assets, in compliance with GAAP and County policies and procedures. Prospective applicant must be willing to be cross trained on the duties of other accountants, to take on other duties as needed, or, if needed, to be moved into a different accountant role.

DUTIES:

- Works with County departments to obtain departmental inventories of fixed assets, reconcile the inventories to the records in the Fixed Asset Ledger in JDEdwards accounting software, and update the JDEdwards records accordingly.
- Prepares disposal entries monthly; processes correcting entries as needed.
- Processes asset transfer and deletion requests on an on-going basis.
- Collects relevant data and prepares entries related to construction in progress, leases, financed purchases, and subscription-based IT arrangements, in accordance with the relevant GASB statements.
- Calculates depreciation and prepares interim and annual financial statements for fixed assets in accordance with generally accepted accounting principles.
- Reviews, updates, and provides recommendations for new policies and procedures related to the accounting for fixed assets. Assists in new implementations as needed.
- Establishes and maintains relationships with appropriate fiscal staff of County departments and assists them with accounting/asset related matters as needed.
- Understands the goals and objectives of assigned tasks and informs the Accounting Manager of progress or problems.
- Keeps abreast of new accounting standards and County developments which affect the financials.
- Special research projects as assigned.
- Performs other related duties as required or requested.

KNOWLEDGE, SKILLS, ABILITY:

- Work independently.
- Be detail-oriented and organized.
- Maintain regular attendance and punctuality.
- Cultivate inclusive and respectful working relationships.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion without close supervision.
- Recognize problems, identify alternative solutions, and make appropriate recommendations.
- Effectively communicate policies, procedures, and other information relevant to the position both verbally and in writing.
- Knowledge of basic accounting principles is required.
- Knowledge of Accounting Systems (JDEdwards is a plus)
- Advanced knowledge of Microsoft Excel and Word is required.
- Experience linking data between Excel files and familiarity with Excel formulas, in particular the "SumIf", "SumProduct", and "VLookup" formulas is desired.
- Use of Microsoft Access and Publisher is a plus.

SUPERVISION RECEIVED:

Manager of Accounting

SUPERVISION EXERCISED:

None

WORK ENVIRONMENT:

Hybrid office/remote; office is in downtown Pittsburgh

PHYSICAL DEMANDS:

Sitting, standing, able to lift 30 lbs

CERTIFICATES/LICENSES:

Drivers License is required; C.P.A. license a plus

SALARY:

\$50,000 - \$65,000 commensurate with experience