

Senior Accountant, Fixed Asset Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=246868>

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Posted Oct. 10, 2024, set to expire Mar. 28, 2025

Job Title	Senior Accountant, Fixed Asset
Department	
Institution	Lee College Baytown, Texas
Date Posted	Oct. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management
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Job Description	

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Senior Accountant, Fixed Asset

Salary:

Job Type: Full-Time

Job Number: FY2300488

Location: Main Campus - Baytown, TX

Division: Finance & Administration

Position Overview

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Starting Salary Range is \$56,827 - \$65,352. The initial salary offer is commensurate with education and related work experience.

The primary responsibility of this position is to ensure timely and accurate accounting for project cost and fixed assets as well as managing the fixed asset ledger which includes the capitalization, depreciation, and reporting of long-term assets and capital projects. This position performs complex, professional, technical work related to the preparation and maintenance of the College's fixed asset records and systems. This position is responsible for related balance sheet reconciliations and process development within the department and institutionally. This position works with various departments and auditors with respect to project and audit preparations, including year-end inventories in the college merchandise store, Cafe 34, and bookstore. Considerable judgment and independence are required to ensure compliance with college policies, procedures, and State and Federal regulations. Other accounting functions will be assigned as needed.

Essential Duties & Responsibilities

- Maintain and update the fixed asset register ensuring accurate records of acquisitions, disposals, transfers, and retirement of assets.
- Conduct periodic physical inventories of fixed assets to ensure alignment with the asset register.
- Work with Shipping and Receiving to ensure all assets are properly tagged and accounted for within the college's financial system.
- Analyze and determine the capitalization of assets in accordance with college policy and accounting standards.
- Calculate depreciation expenses based on asset classification, useful life, and acquisition date.
- Review and adjust depreciation schedules to reflect changes in asset use or lifespan or accounting standards.
- Assist in audits by providing detailed reports on fixed asset transactions, reconciliations, and depreciation schedules.
- Prepare journal entries and reconciliations related to fixed assets and capital projects for the general ledger, ensuring accurate monthly, quarterly, and annual close processes.
- Ensure proper accounting for the sale, transfer, or disposal of fixed assets, including proper recording of gains and losses.
- Manage the accounting for all Construction Projects ensuring that assets are recorded properly at year-end along with recording the construction-in-progress at year-end for unfinished Capital Projects.
- Prepare monthly reports on all Construction Projects using all funding sources for management

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and the Board of Regents meetings.

- Monitor assets for impairment and coordinate any necessary adjustments to their value.
- Manage and ensure the accuracy and integrity of the fixed asset module.
- Collaborate with other departments to ensure the accurate and timely recording of capital assets and construction projects.
- Provide analysis and support for asset acquisition, capital projects, and financial planning.
- Recommend policies and procedures that govern the acquisition, management, and disposal of fixed assets that comply with accounting standards and all regulatory requirements.
- Ensure that the inventory of the bookstore, Cafe 34, and merchandise store are maintained and that an accurate evaluation is reflected on the balance sheet at year-end.

Additional Duties & Responsibilities

- Attend meetings, seminars, and workshops as needed; serve on committees as required
- Excellent computer skills using Microsoft Office Excel, Word
- Knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards Board, and State of Texas Procurement and Contract Administrative Code, specifically relating to fixed assets, depreciation, capital expenditures, and construction accounting
- Possess general accounting and reconciliation skills
- Effective organizational skills
- Strong analytical and problem-solving skills
- Detail oriented and accurate
- Regular attendance
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree in Accounting, Finance, or a related field
- Three (3) years of related work experience
- Excellent planning, organization, and communication skills to interact effectively with individuals

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at all levels of the organization

- Advanced proficiency in business applications, such as Microsoft Office Suite
- Ability to interpret policy, procedures, and data
- Ability to analyze and reconcile financial data

Preferred:

- Higher Education or Governmental Accounting Experience Preferred

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4661926/senior-accountant-fixed-asset>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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