

Lauren Mitchell

Seattle, WA | (123) 456-7890
lauren.mitchell@email.com

Fixed asset accountant specializing in asset management and financial reporting

Fixed asset accountant with seven years of experience tracking, valuing, and reporting company assets for mid-sized and large enterprises. Skilled in depreciation calculations, capital expenditure analysis, and asset reconciliation. Adept at ensuring compliance with GAAP and tax regulations while optimizing asset management strategies.

Professional Experience

Fixed Asset Accountant

Northwest Energy Solutions, Seattle, WA

June 2019 - Present

- Manage and reconcile fixed asset records for over \$500 million in company assets, improving tracking accuracy by 20%
- Conduct depreciation calculations and impairment analysis, ensuring compliance with financial reporting standards
- Assist auditors by preparing detailed asset schedules, reducing audit review time by 30%

Accounting Analyst

Pacific Technology Group, Seattle, WA

July 2017 - June 2019

- Maintained fixed asset ledgers and processed capital expenditures for a company with \$300 million in annual revenue
- Assisted in preparing financial reports, improving depreciation schedule accuracy for tax and audit compliance
- Partnered with operations teams to implement new asset tracking procedures, reducing discrepancies by 25%

Education

Bachelor of Science (B.S.) Accounting
University of Washington, Seattle, WA | 2017

Key Skills

Fixed asset accounting and reconciliation



Capital expenditure tracking



Depreciation calculation and reporting



GAAP compliance and audit preparation



Asset valuation and impairment analysis



Financial statement preparation



Certifications

- Certified Management Accountant (CMA) – Institute of Management Accountants | 2017