

# LAUREN MITCHELL

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## Fixed Asset Accountant

### 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 - Expert
- Capital expenditure tracking - Proficient
- Depreciation calculation and reporting - Proficient
- GAAP compliance and audit preparation - Competent
- Asset valuation and impairment analysis - Competent
- Financial statement preparation - Amateur

