

Accountant - Fixed Asset and Internal Procedures

Duke Kunshan University

Job Description

Position Overview:

Performs various functions in ensuring effective maintenance of university's fixed assets and depreciation records as well as assisting for documenting finance operating procedures and making recommendations.

Reports to:

Senior Accountant

Essential Duties:

- Document current procedures of fixed assets and keep optimizing them.
- Maintain the accounting records of fixed assets in the accounting system and make sure the records in accounting system reflect the real status of the fixed assets.
- Manage accounting activities related to fixed assets for month-end closing including monthly depreciation and amortization calculation for capitalized assets.
- Organize, coordinate and supervise the asset management offices to do the inventory counts of fixed assets, and update the accounting records to reflect the results.
- Create fixed asset related audit schedules and collaborate with auditors on their assignments.
- Provide data of fixed assets for the various government reports.
- Document finance operating procedures including planning, coordinating, and communicating with peers, control owners, and management throughout entire process.
- Evaluate the adequacy and effectiveness of policies, procedures, processes, systems and internal controls and make recommendations to management.
- Provide support for GL functions.
- Perform other ad-hoc assignments as needed.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree in accounting, master's degree is preferred.
- Solid knowledge of accounting principles and processes.

- 1-2 years related experience.
- Strong communication skills and excellent teamwork.
- Attention to details and can follow instructions carefully, willing to continuously learn.
- Critical thinking and strong problem-solving ability.
- Strong PC skills include: Windows, MS Office.
- Experience with accounting software is a plus.
- Fluency in English (writing and speaking).