

Jesse Kendall

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FIXED ASSET ACCOUNTANT

Track record of developing effective financial tools and systems for the proper presentation of fixed asset financial transactions. Highly skilled in determining the depreciation, timely settlement, and organization of assets under construction.

FIXED ASSET ACCOUNTANCY

ABC Enterprises, Ft. Lauderdale, FL 20xx-20xx
FIXED ASSET ACCOUNTANT

Oversaw on-site/off-site quarterly CIP physical inventories and handled company-wide CIP and fixed asset records management for 200+ stores. Managed month-end journal and fixed asset entries and reconciled CIP and fixed asset accounts. Performed disbursement and concentration bank account reconciliations.

- ▶ Maintained operations after a coworker, the manager, and the director left the company. Earned a promotion to sales and use tax manager, quickly learned new job functions, and ensured all filings were handled properly, avoiding late fees and penalties.
- ▶ Played a key role in fixed asset management while training the Fixed Asset Accountant. Successfully completed tax functions postpromotion.
- ▶ Selected to collaborate closely with external auditors and senior management in development of processes to meet the requirements of Sarbanes-Oxley.
- ▶ Created a new GL account structure for CIP and fixed asset accounts that simplified tracking and reconciling. Consolidated store bank accounts. Brought account variances to zero/near zero.

BCD National, Ft. Lauderdale, FL 20xx-20xx
FIXED ASSET ASSOCIATE

Handled all fixed asset functions. Managed nonmerchandise inventory, store media, prepaid inventory, billing/receiving, and resolved or reported discrepancies. Maintained master data of fixed assets and oversaw account payables. Organized and supported physical inventory of fixed assets, including fixed asset listing, plant and maintenance physical count of fixed assets, fixed asset tags to maintenance, and transfer of fixed assets.

- ▶ Selected to work on key projects for senior leadership.
- ▶ Initiated new store bank accounts and obtained new store licenses and permits.
- ▶ Saved the company time and money by securing a personal property tax firm that specialized in state and local personal property tax laws to file the personal property tax return.

EDUCATION

XYZ UNIVERSITY, Bachelor of Business Administration, Ft. Lauderdale, FL, 20xx

TECHNICAL SKILLS

Software: Microsoft Excel, Word, PowerPoint, Adobe Acrobat Reader
Hardware: IBM ThinkPad

REFERENCES

Excellent References Available Upon Request