

# MICHAEL ANDERSON

Senior Fixed Assets Accountant

- San Francisco, CA
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Results-driven Fixed Assets Accountant with a strong emphasis on financial integrity and compliance. Over six years of experience in asset management, specializing in capital asset tracking and reporting. Demonstrated ability to implement financial controls that enhance operational efficiency. Adept at utilizing technology to streamline asset management processes and improve reporting accuracy.

## WORK EXPERIENCE

### Senior Fixed Assets Accountant | Visionary Financial Group

Jan 2022 – Present

- Oversaw the management of fixed assets worth over \$300 million.
- Developed and implemented asset management policies that improved tracking efficiency.
- Conducted regular audits to ensure compliance with internal and external standards.
- Collaborated with cross-functional teams to enhance financial reporting processes.
- Provided training and support to junior staff on asset management practices.
- Presented financial reports and analyses to executive management.

### Fixed Assets Assistant | Forward Insights LLC

Jul 2019 – Dec 2021

- Supported the management of fixed asset records and documentation.
- Assisted in the preparation of financial statements related to fixed assets.
- Conducted reconciliations of asset accounts for accuracy.
- Participated in team meetings to discuss asset management strategies.
- Engaged in data entry and analysis of asset performance metrics.
- Collaborated with finance teams to improve reporting workflows.

## SKILLS

Financial Integrity

Compliance

Operational Efficiency

Reporting

Training

Collaboration

## EDUCATION

### Bachelor of Arts in Accounting

2015 – 2019

University of New York

## ACHIEVEMENTS

- Achieved a 30% reduction in asset reconciliation time through process improvements.
- Recognized for outstanding contributions to financial accuracy and compliance.
- Led initiatives that saved the company \$750,000 in asset management costs.

## LANGUAGES

English

Spanish

French