

Employer: **Terrabon Operating Company**
Title: **Asset Accountant**
Categories: Administrative
Accounting
Financial Reporting
Management Reporting

Travel Required: Occasional trips to Bryan College Station
Job Type: Full Time
Required Degree: BS/BA Accounting or equivalent
Experience Required: 5 years comparable experience.
Location: Houston, Texas
Compensation: Competitive Salary plus benefits
Job Description: Terrabon is searching for an enthusiastic and personable accountant to manage and maintain its fixed asset, project accounting and intellectual property systems.

Duties and Responsibilities:

- Asset Accounting: Maintain property, plant and equipment ledgers, detailed project ledgers and intellectual property ledgers, and reconcile to general ledger;
- Develop and maintain a strong partnership with the project engineers and developers;
 - Work with project personnel to reconcile project costs, including financial close-out of the project, as well as maintain the financial project file;
- Maintain fixed asset files, tracking all costs, including documentation of all fixed asset transfers/sales/abandonments, etc.;
- Prepare monthly depreciation entries and the annual depreciation budget;
- Prepare annual property tax renditions for appropriate tax authority;
- Maintain and reconcile the detailed project ledgers and assist with the routing approval;
- Maintain and reconcile the Intellectual Property schedules, including preparation of the impairment calculation on a quarterly and year-end calendar;
- Assist in preparing month end closing entries and account analysis; and
- Performs other general accounting responsibilities as required, such as management reports and auditor inquiries.

Qualifications:

Required:

- Bachelor's Degree in Accounting or Equivalent;
- Minimum of 5 years of accounting related experience required (including previous fixed asset accounting experience);
- Must possess good understanding of GAAP, including accounting practices and principles;
- Must be able to multi-task with efficiency and accuracy, be detail oriented, and communicate effectively, both orally and in writing.
- Must be able to work effectively with others.
- Technical/Computer Skills: Extensive working knowledge of Microsoft Office Suite required, advanced Excel Skills required.
- Working knowledge of ERP accounting software such as Microsoft Dynamics GP, Oracle, SAP, or PeopleSoft