

KAIROS WOLFE

Fixed Asset Accountant

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☎ (123) 456-7890

📍 Los Angeles, CA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Science

Accounting

University of Southern California

📅 2013 - 2017

📍 Los Angeles, CA

SKILLS

- Oracle Financials
- Sage Fixed Assets
- Microsoft Excel 365
- SAP ERP
- QuickBooks
- Asset Panda
- Yardi Voyager
- IBM Maximo
- NetSuite ERP
- FreshBooks

CERTIFICATIONS

- Certified Public Accountant (CPA)

WORK EXPERIENCE

Fixed Asset Accountant

AeroVironment

📅 2022 - current

📍 Los Angeles, CA

- Managed and **tracked 1,048 company assets** using Sage Fixed Assets, ensuring accurate depreciation schedules and compliance with accounting standards
- Performed monthly reconciliations in Oracle Financials, resolving discrepancies across three departments
- Utilized Microsoft Excel 365 to create asset tracking spreadsheets, improving the efficiency of asset audits and reducing manual reporting time by 24 hours per quarter
- Generated fixed asset reports in SAP ERP, providing insights for management decisions on capital expenditures for 4 major projects

Staff Accountant

Snap Inc.

📅 2019 - 2022

📍 Los Angeles, CA

- **Processed 206 journal entries** per month in NetSuite ERP, refining the recording of transactions for 7 global offices
- Assisted in month-end closing processes using QuickBooks, supporting the timely preparation of financial statements for senior leadership review
- Reconciled accounts using Microsoft Excel 365, automating 12 recurring reports to enhance workflow
- Conducted asset tracking and maintenance in Yardi Voyager, overseeing a portfolio of over 304 fixed assets for proper depreciation and allocation

Accounting Assistant

Ralphs Grocery Company

📅 2017 - 2019

📍 Los Angeles, CA

- Helped in daily transaction entries and reconciliations using FreshBooks, managing 59 vendor accounts
- Supported the implementation of Oracle Financials, **leading the data migration for 103 accounts** and facilitating training for 18 team members
- Oversaw the asset database with Asset Panda, tracking over 509 assets and ensuring compliance with company policies for acquisition and disposal
- Handled accounts payable and receivable through IBM Maximo, ensuring proper documentation and timely payments for maintenance and asset management