

CYRUS HAWTHORNE, CPA

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Financially and operationally driven accounting professional with 10+ years of demonstrated expertise managing financial reporting, audit, compliance, AP/AR, GL, and taxation functions for corporate finance entities.

WORK EXPERIENCE

Smithfield Real Estate Corporation | Orlando, FL | June 2017 - Present

Accountant, Corporate Real Estate Services

Performed accounting functions and executed cash management functions, supporting a 15-property REIT portfolio, including A/P, A/R, GL maintenance, reconciliation, audit compliance, variance analysis, and financial reporting. Created financial statements and served as primary liaison to internal and external auditors charged with ensuring compliance with regulatory guidelines.

- Drove process improvement initiatives; decreased the month-end close time by 65% by leading a process redesign; implemented reporting best practices and a new chart of accounts; and deployed procedures in compliance with GAAP, SEC, and corporate guidelines.
- Oversaw the fixed asset system, including the maintenance of capital asset records, policies, disposals, and transfers, and the calculation of monthly depreciation values, adhering to capitalization and depreciation policies.
- Collaborated with the audit team to redesign and improve internal control processes, reducing process turnaround time by 60%.
- Delivered accounting and financial reporting presentations, incorporating variance analysis with detailed explanations to senior management, audit committee, and the board of directors to support strategic planning and decision-making.
- Verified real estate taxes were paid in the appropriate period and ensured escrowed funds met taxation needs.
- Recognized for performance and success, receiving accolades from key leaders for consistently exceeding expectations.

Johnson Properties, LLC | Tampa, FL | January 2012 – March 2017

Commercial Property Manager | January 2014 – March 2017

Improved business profitability and grew revenue across a 5+ million square foot office, retail, and specialty real estate facility, leveraging operational procedure and compliance standard expertise. Managed new space, office build-out, and interior and exterior improvement projects, enhancing on-time project completion rates by analyzing capital budgets, monthly accruals, closing reports, and variances.

- Administered operating and capital budgets of \$15+ million across 5 portfolios, prepared bonus summaries, and created month-end reports and leasing summaries; prepared letters, memos, monthly lease activity reports, and quarterly financial reports.
- Captured \$15,000 in annual cost savings by proposing and executing a lighting retrofit initiative across three buildings.
- Reconciled rent accounts, ensuring adherence to lease terms; partnered with brokers, asset managers, and landlords to resolve issues.

Property Administrator | January 2012 - December 2014

Processed and managed building service requests, ensuring timely resolution, and coordinated repairs and renovation projects. Managed tenant and vendor data, including certificates of insurance, compliance verification, contracts, leases, and management agreements.

- Generated a utility income increase of 45% within 2 months by designing and deploying an enhanced bill back process.
- Improved maintenance and compliance verification by designing a certificate of insurance data tracking system.