

# **Property Accountant**

## **ROBERT SMITH**

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### **Objective**

Self-motivated and detail-oriented professional seeking a position where my knowledge of the Accounting Profession and ability to learn new tasks quickly can be utilized in a fast-paced business environment.

### **Skills**

Accounts Receivable, Data Entry, Quick books Pro, Quick Learner, Training, Timberline.

### **Work Experience**

#### **Property Accountant**

**ABC Corporation** - March 1999 - July 2007

- Prepared monthly reconciliations for 23 retail properties and 3 apartment buildings.
- Calculated monthly management fees and asset management fees.
- Daily cash management including A/R, A/P, payroll submission for 8 employees and billing.
- Communicated with property managers and owners regarding the financial status of their properties.
- Calculated CAM estimates and reconciliations.
- Met finance and office services financial objectives by preparing annual budgets for each property.
- Prepared and completed action plans by enforcing policies and procedures.

#### **Property Accountant**

**ABC Corporation** - 1998 - 1999

- Analyzed all balance sheet and income statement accounts and prepare the appropriate accrual and adjusting journal entries.
- Reviewed property vendor invoices into the A/P system in preparation for cash disbursements of such payables.
- Prepared monthly accrual basis financial report for investors.
- Provided monthly variance explanation for investors.
- Prepared detailed quarterly and year end support papers and interface with the Company's outside auditors.
- Complied with financial reporting requirements of various loan and partnership agreements including preparation of GAAP basis financial statements for applicable properties.
- Prepared budgets and reforecast for investors.

### **Education**

Associate in Business Management/Accounting - 2009(Pioneer Pacific College - Wilsonville, OR)