

**Work Experience:**

UNIBAIL RODAMCO WESTFIELD  
Los Angeles, CA

Oct 2013 – Present

*Senior Recoverable Revenue Accountant | Jan 2017 – Present*

- Create and expand on existing tools in excel to provide for faster, more accurate analysis, review, and calculation processes. Provide documentation and training to support the utilization of these tools.
- Provide training for all job facets from the technical to the analytical to new team members (11 persons since 2017) and continue to provide support day to day for the same.
- Prepare analyses and summaries for upper and executive management to inform business decisions.
- Engage IT in the development and testing of process improvements.
- Engage legal department in considerations for policy improvements.
- Lead various ad hoc projects providing expectations for junior members, reviewing their work, and facilitating the adoption of the project's results by the business.
- Review as quality controller for abstractions of tenant agreements into JD Edwards E1 performed by junior team members.
- Review cycle work performed by junior members.
- Work with other departments, training as necessary, to ensure appropriate accounting practices with regards to the recoverable revenue and related accounts.
- Perform all described below for "Recoverable Revenue Accountant".

*Recoverable Revenue Accountant | May 2015 – Dec 2016*

- Abstract from tenant leases, amendments, and other relevant documentation, appropriate recovery methods and terms of CAM, property tax, and other expenses described to be reimbursed to Landlord for setup in the Expense Participation Module within JD Edwards E1.
- Maintain and revise these setups as warranted by error found in the course of running calculations, tenant dispute, or other reviews.
- Provide primary support and expertise in researching, resolving and responding to tenant correspondence related to Recoverable Revenues via a JIRA ticketing system.
- Assist Center Management, Regional Analyst, Regional Finance Directors, and Shared Services with requests and questions relating to Recoverable Revenues.
- Responsible for the calculation of Recoverable Revenues for all cycles (Reconciliations, Forecasts, Recharges, etc.) which includes:
  - Review GLA (Gross Leasable Area) /GLOA (Gross Leasable Occupied Area) for reasonableness and during estimate cycles for assumed changes to tenant terms provided by TM1 software, incorporating any necessary changes into E1.
  - Review expenses based bills or budgets, revising the GL when necessary, and providing a more detailed accounting of expense for E1 when a calculation requires more than the amounts on the GL.
  - Maintain and update manual calculations held in excel when they are unable to be automated in E1.
  - Process automated calculations performing various reviews and analysis to ensure accuracy.
  - Ensure that all documentation is saved for the various Recoverable Revenue cycles.
  - Provide explanations for income statement and balance sheet fluctuation schedules applicable for CAM and Tax for internal and external periodic audits.
  - Assist in creating standard rate sheet of charges for center management and leasing.
- Achieve metric targets as appropriate.

- Identify and implement process improvements.
- Attend and participate in team meetings.
- Responsible for assisting the team on special projects, tasks and assignments.
- Ad Hoc Reports and analysis.
- Assist Financial Analyst with Tenant Audits.

*AR Specialist | Oct 2013 – May 2015*

- Maintain mall tenants' ledger's accuracy through thorough research and analysis.
- Communicate discrepancies in billings and payments received intelligibly and diplomatically.
- Collaborate interdepartmentally and with peers to achieve the above for over a thousand tenants at once.

**Education:**

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Riverside, CA

- Studied Computer Science for a year
- Completed Bachelor of Science in Mathematics

UNIVERSITY OF CALIFORNIA, LOS ANGELES EXTENSION

Los Angeles, CA

- Completed Certificate of Accounting

**Skills:**

- Expert user of Excel and EP Module within JD Edwards EnterpriseOne
- Capable in JD Edwards EnterpriseOne, Salesforce, TM1, Sharepoint, and Microsoft Office