

JEROME T. FAGAN

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OBJECTIVE:

To obtain a position with a proven establishment, where I will utilize experience in Business Practices to help reach all goals.

EXPERIENCE:

American Campus Communities – Philadelphia Pa.

March 18 - Present

Full Charge Bookkeeper

Responsible for all financial processes for a 750 unit student housing building with a monthly gross of \$450,000-550,000 monthly. Experience with various accounting systems such as Nexus and QuickBooks, as well as property management systems MRI, Yardi and Onsite Responsibilities are as follows:

- Post payments received from all applicants, current tenants and non-current tenants.
- Processing and reconciling daily credit card, debit card and ACH transactions.
- Preparing and processing daily cash deposits.
- Posting of all charges to accounts receivable accounts.
- Reconciliation and balancing of all accounts receivable.
- Completing end of month closing procedures.
- Conducting financial accounting audits in conjunction with regular lease audits.
- Ensure appropriate revenue and expenses are maintained.
- Attend monthly financial operations meetings to communicate status of account receivable activity.
- Make and answer accounts receivable phone inquiries and follow up.
- Comply with and enforce local and state eviction laws.
- Provide top notch customer service to residents, parents and vendors with account inquiries.

Devon Healthcare Group – Havertown Pa.

February 15 – March 18

Assistant Payroll Manager

Responsible for the remote collection and accurate input of invoices/timecards for 400+ private contracted employees. Experience with Payroll systems such as ADP, Paychex, QuickBooks and able to quickly learn new accounting and payroll systems. Responsibilities are as follows:

- Collect, compile and enter payroll data using a self-constructed spread sheet
- Calculate and post payroll deductions.

- Process payroll by company established deadlines.
- Issue statements of earnings and deductions.
- Investigate and correct payroll discrepancies and errors.
- Process new employees, terminations, transfers and promotions.
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave
- Complete requests for pay-related documents including statements and verifications
- Develop, manage and maintain comprehensive payroll records
- Ensure compliance with federal and state regulations and guidelines

Amico – Philadelphia Pa.

August 2011 –January 15

Leasing Manager

Responsible for all leasing, marketing and sales management for a 1000 unit luxury Property. Managed and trained a staff of 25 team members. Responsible for all sales metrics approved by corporate. Constructed and lead monthly operational review to the Regional VP.

- Manage daily operations of the community including leasing, marketing, administration, and maintenance activity.
- Responsible for interviewing and selection of new staff members as needed.
- Constructed weekly schedules for FT/PT staff members.
- Implemented new and innovative sales approaches.
- Create and maintain online marketing advertisements.
- Ensure rents are collected and posted in a timely manner, delinquency follow up.
- Ensure resident files are complete and accurate apartment is released.
- Physically walk and inspect the property on a regular basis.
- Enforce community policy and resolve resident concerns.
- Provide excellent customer service to all residents and prospects.
- Maintain compliance with new and existing fair housing law.
- Trained and developed new and existing team members.

EDUCATION:

Bachelors of Arts: Speech Communication.

May, 2004

Shippensburg University, Shippensburg, PA

