

Kevin Gentilozzi

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Having almost 20 years' experience with property management accounting, I seek to obtain a full-time position that allows for telecommuting from my home office. I am a loyal, hard-working, and honest employee that seeks a fair and flexible employer that allows for autonomy and input from its employees.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Supervisor

RAM REALTY SERVICES

February 2011 to May 2020

Essential Duties and Responsibilities:

- Audit invoice coding (for up to 30 residential and commercial properties) and ensure check issuances are accurate and complete. Performed internal Audits on questionable expenses
- Final approver for all AP invoices included all residential, commercial, and corporate expenses
- Monthly reports including bill backs, check batches, audits, payroll & Insurance reimbursements, & misc. reconciliation reports
- Administrator for accounts payable and payroll software solutions. This includes integrations with property management accounting system, troubleshooting and resolving support issues, and training new employees on how to use the software programs.
- Special projects as assigned. Including but not limited to researching, analyzing and providing reports on various issues.
- Process monthly AR commercial rent payments.
- Follow up with payment and vendor related issues (verify payments, issue stop payments, void checks, verify insurance & hold status).
- Prepare 1099s reporting vendors for tax purposes and transmit files to IRS.

Education

High school diploma

Skills

- Excellent communication & organization skills
- Dependability, integrity, and willingness to learn
- Adaptability, flexibility, and champion of change for improvements and efficiencies
- Proven time management skills

- Proven ability to telecommute TECHNICAL PROFICIENCIES Yardi Voyager 7s MRI Nexus SunGuard FIS| Compliance Depot Salesforce Paylocity ADP Egynte Concur Solutions Property Management Software Corporate Tax
- Internal Audits
- Property Management
- Accounts Payable
- Accounts Receivable
- Journal Entries
- Human Resources
- Concur (8 years)
- Yardi (5 years)
- Microsoft Excel
- General Ledger Accounting
- Accounting