

Lease Accountant

ROBERT SMITH

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Objective

Offer over fifteen years of combined experience in accounting, customer support, administrative leadership, and lease processing. Considerable knowledge of the banking industry, office products, time management, technology, communication, professional development, and organizational management. Expert in problem resolution, analytical reasoning, consulting, communication, and financial management.

Skills

Accounting, Customer Service, Customer Relations, Financial Analysis, Accounts Payable, Accounts Receivable, Critical Thinking, Problem Solving, Analysis.

Work Experience

Lease Accountant

ABC Corporation - April 2006 – May 2020

- Managed and tracked all equipment leases.
- Partnered with lessors for efficiency and expediency in lease fulfillment.
- Coordinated the return of all equipment upon lease expiration.
- Requested buyout information at the conclusion of lease agreements.
- Prepared all equipment for lease analysis reports (capital versus operating) based on GAAP and FASB 13 requirements.
- Updated all quarterly process documents for accuracy.
- Transferred purchased equipment to fixed assets team at the end of lease period according to approved capital expenditure requests.

Lease Accountant

Delta Corporation - 2003 – 2006

- Audit year-end invoice amounts sent by landlords for taxes, utilities, CAM, & insurance Audit, approve, & pay monthly rents for 500+ open retail.
- Interpret leases for billing retail tenants in shopping centers, auditing, A/R, real estate taxes, insurance, pro-rata CAM, roofing, and paving.
- Used Lotus, Windows, Word Perfect, AS400, and mainframe computer systems.
- Set up a billing system for the companys security service, National Security Consultants.
- Prepared daily bank reconciliations and was in charge of posting over the worth of lease payments per month into lease accounting systems.
- In charge of booking over 50 new leases per month into lease accounting systems and responsible for creating lease payment schedules and lease.
- Reviewed, verified, and processed expense reports and check requests.

Education

Master in Accounting - (Regis University - Denver, CO)