

ROBERT SMITH

Lease Accountant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Overhauled a program for a publicly-traded company after a professional audit detected errors. Examined and reviewed every lease in the system, corrected and ensured that all information in the program was accurate. In less than 6 weeks, had corrected all information in the system, identified issues that caused the corruption of information, prevented the company from having to pay fines and lose leases.

CORE COMPETENCIES

Accounting, Financial Analysis, Information Technology.

PROFESSIONAL EXPERIENCE

Lease Accountant

ABC Corporation - March 2012 – March 2014

Key Deliverables:

- Managed TX, MN, Chicago, AZ, N.VA, DC, Philadelphia (Comcast, Navy yard), S.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Guided accounting clerical staff by coordinating activities and answering questions.
- Substantiated financial transactions by auditing documents.
- Maintained accounting controls by preparing and recommending policies and procedures.
- Reconciled the balance in the accounts receivable subsidiary ledger to the summary-level account in the general ledger.
- Used Pivot table to Analyze data more flexibility and effately.

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Delta Corporation - 2007 – 2012

Key Deliverables:

- Transferred leases to McKesson Capital on a timely basis upon receipt of customer authorization.
- Worked with legal and sales to correct contract issues.
- Assisted sales with present value information as requested.
- Maintained the day-to-day accounting needs for the Leasing Segment of McNeilus
Prepared monthly financial statements for Leasing Segment of McNeilus.
- Responsible for Tenant billings for the following charges Common Area Maintenance, Real Estate Taxes, Water and Sewer, Electric and HVAC.
- Responsible for the review and response of open tenant issues as related to Common Area Maintenance and Real Estate Taxes.
- Prepare schedules for upper management outlining amounts to be collected from tenants for various settle-up charges.

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EDUCATION

- BS in Accounting - September 2011 (Immaculata University - Immaculata, PA)