

# ROBERT SMITH

## Lease Accountant

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### SUMMARY

To establish a long-term career in a company where I may utilize my Lease Accountant professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

### SKILLS

Quickbooks, Bilingual.

### WORK EXPERIENCE

#### Lease Accountant

ABC Corporation - October 2001 – August 2004

- Performed revenue reporting, Supervision of 10 employees.
- Created lease reconciliation database.
- Responsible for bank account and lease mapping.
- Coordinated collection department; setup, staffing, and execution.
- Provided collection of lease fees from 432 real estate boards in US.
- Researched variances in lease collections for reporting to National Cooperative Bank.
- Calculated and reported of individual Multi-Listing Service Boards loan payoff amounts to the Sales department for buyout to facilitate product upgrades.

#### Lease Accountant

Delta Corporation - 2000 – 2001

- Responsible for Tenant billings for the following charges Common Area Maintenance, Real Estate Taxes, Water and Sewer, Electric and HVAC for .
- 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.
- Developed process for estimating recovery percentages for accrual of CAM and Real Estate Tax income Provide ad hoc analysis to finance team for .
- Responsible for billing assigned tenants prior year Common Area Maintenance, Insurance, Real Estate reconciliations, resolving tenant disputes and .
- Examine economics of shopping centers, establish value for potential property tax appeal opportunities, and coordinate existing appeals with property .
- Administration of all financial requirements of leases and subleases for rent of corporate, independent and non-operating stores, percentage rent .

## SCHOLASTICS

- MS