

ROBERT SMITH

Lease Accountant

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Seeking a Lease Accountant position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

EXPERIENCE

Lease Accountant

ABC Corporation - MAY 1998 - JANUARY 1999

- Prepared tenant profiles on existing leases into MRI database and opening letters for new tenants.
- Set up monthly charges for new tenants.
- Prepared tenant account reconciliations.
- Prepared monthly overage rent calculations, invoices, and adjustments.
- Answered questions tenants may have regarding their accounts and invoices they receive.
- Prepared recovery profiles for all new tenants in the corresponding database.
- Prepared year-end invoices and back up for recoverable items.

Lease Accountant

Delta Corporation - 1994 - 1998

- Responsible for all lease accounting functions for a portfolio of 325 of Chicco/WHBM/SOMA leases-Simon Malls, east coast Responsible for all aspects .
- Prepare accurate documentation of AR balances, Prepaid Expenses, and Monthly Accruals.
- Ensure correct application of Tenant payments, and research any misapplied funds accordingly.
- Review supporting documentation of financial statements, and verify General Ledger account balances on monthly basis.
- Billing, researching, and check processing of leased vehicle accounts Helped customers with questions regarding leased vehicle accounts.
- Read and Interpreted lease agreements and recorded proper accounting data.
- Participated in the process for structure accounting to incorporate panel and structure maintenance within the core software program as well as .

EDUCATION

- Master Of Business Administration

SKILLS

General Ledger, Accounts Payable, Accounts Receivable, Customer Relations, Account Reconciliation.