

Robert Smith

Lease Accountant

PERSONAL STATEMENT

Processing and reviewing all accounts payable. Responsible for preparing monthly check requests for contacted vendors, Assisting with the month-end process and cost report preparation, Performing a variety of tasks, and also Working under general supervision.

WORK EXPERIENCE

Lease Accountant

Clear Channel Outdoor - 2012 - 2021

Responsibilities:

- Responsible for ensuring accurate reporting of expenses for top 12 US markets; including cash requirements reports for base payments and percentage of revenue payments.
- Set up new lease agreements and accruals in Quattro to pay according to any lease agreement terms.
- Completed transactions for any modifications to ownership, renegotiations, payment adjustments and take downs.
- Must be completed in a timely manner to meet SLA requirements.
- Analyzed all contracts to ensure lessors are paid in a timely manner and accurately.
- Updated any modifications to leases which include addendums and agreements.
- Audited existing lease agreements to ensure accuracy of payments.

Lease Accountant

Delta Corporation - 1994 - 1998

Responsibilities:

- Accounting for capital leases Journal entries for capital leases by lessee Preparing Amortization schedule Interpreting timing differences.
- Validated and confirmed financial information of 87 lease agreements Streamlined tracking and accruals for RET, CAM and utilities Completed 46 .
- Processed all lease transactions for approximately 1,300 leases.
- Collaborated with cross-functional team on implementation of lease management system to house all lease information as well as integrate to the .
- Interpret and analyze lease information Prepare real estate tax reconciliation, bills, and reports Process cancellations, renewals, adjustments, .
- Common Area Maintenance Audits Percentage Rent Reporting including calculating Consumer Price Indices Processed Real Estate and Personal Property .
- Skills Used I utilized my Accounting Degree to perform the duties required by this position.

CONTACT DETAILS

1737 Marshville Road,
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(123)-456-7899
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www.qwikresume.com

SKILLS

Ms Excel, Peoplesoft,
Quattro, Report
Manager, Onespace, Ms
Word.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

BA