

Objective

Experienced and diverse professional with skills in accounting, revenue budgeting, collections, and management. Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives. Attentive to detail and produces quality results, takes initiative, and skilled at meeting challenges and deadlines.

Skills

Planning Skills, Communication Skills.

Work Experience

Lease Accountant

ABC Corporation - 1998 – 1998

- Varied according to the numerous changes in company structure.
- Assisted in preparation & analysis of many aspects within property/capital budgeting and forecasting across a portfolio of up to 37 outlet centers.
- Closely involved in month-end/year-end closing process and review of financial statements.
- Provided support to outside firms including banks, insurance company, general contractors, vendors and utility providers.
- Liaisoned between several departments including Accounts Payable, Accounting, Lease Accounting, Marketing, Human Resources, Operations and Executive staff.
- Communicated with lenders on loan requirements and escrow draw requests.
- Developed user friendly budget template for General Managers to interact directly with process.

Lease Accountant

Delta Corporation - 1994 – 1998

- Billing, researching, and check processing of leased vehicle accounts Helped customers with questions regarding leased vehicle accounts.
- Included Preparing tenant reconciliations for Real Estate Taxes, Common Area Maintenance, and billings for Percentage Rent; Preparing Excel .
- Coded and batched accounts payable invoices Maintained accrual database system for Capital Asset accrual invoices Prepared and key journal entries .
- Responsible for all billings to tenants for CAM, RE Taxes, HVAC, Water, Sewer, Electric and Monthly Charges (i.e., Rent, % Rent, BID Taxes, Security, .
- for 3 malls totaling over 1M square feet several strip centers, one hotel/NYC and numerous other properties within the portfolio) Review of lease .
- Preparation of correspondence to new tenants, interaction w/property management, collections, legal for bankruptcies, etc.
- New York, NY New York & Company Lease Accountant Audited multiple assigned stores, analyzed and reconciled accounts pertaining to real estate taxes, .

Education

MS