

# ROBERT SMITH

## Lease Accountant

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Continuously providing feedback and resolution to 3rd party abstractors. Specific responsibilities include providing daily feedback and clarifications on abstractions and guidance to adhere to accounting deadlines.

**1998 - 1998**

### LEASE ACCOUNTANT - ABC CORPORATION

- Analyzed and approved landlord billings for 200 Borders Books and Music stores and performed monthly reviews of accrued rent and real estate tax liabilities.
- Conducted audits of landlord billings against lease provisions.
- Developed recommendations and communicated them to senior management.
- Acted as an advisor to the training department and evaluated proposed operating policies.
- Assisted external auditors during year-end financial reviews.
- Conducted compliance/operational store audits, prepared preliminary reports, and communicated results to management.
- Performed quality assurance reviews of store audit workpapers and edited corresponding reports to ensure compliance with department and internal audit standards.

**1994 - 1998**

### LEASE ACCOUNTANT - DELTA CORPORATION

- Receive Landlords annual billing for common area maintenance, real estate tax reconciliations Audit and review billings according to lease agreements.
- Responsible for Operating Expense and Real Estate Tax Reconciliations for a portfolio of properties Responsible for cash receipts for a portfolio.
- Process Percent and Base rent payments for 150 restaurant locations in 12 states Reconcile CAM, TAX, and Ins Calculate Percent Rent Read and Interpret.
- Audit year-end invoice amounts sent by landlords for taxes, utilities, CAM, & insurance Audit, approve, & pay monthly rents for 500+ open retail.
- Interpret leases for billing retail tenants in shopping centers, auditing, A/R, real estate taxes, insurance, pro-rata CAM, roofing, and paving.
- Used Lotus, Windows, Word Perfect, AS400, and mainframe computer systems.
- Set up a billing system for companys security service, National Security Consultants.

## EDUCATION

BA



## **SKILLS**

Microsoft Office, SAP, Oracle, MAS 90, As400, Lotus Notes.