

ROBERT SMITH

Lease Accountant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly organized and detail-focused with an exceptional track record of accurately handling financial reporting in deadline-oriented environments.

CORE COMPETENCIES

Microsoft Word, Exel, and Powerpoint, Lease accounts, Lease management.

PROFESSIONAL EXPERIENCE

Lease Accountant

ABC Corporation - September 2009 – November 2010

Key Deliverables:

- Monitored the bank statement for ACH debit and credit rejects for NSF processing or inaccurate account info.
- Processed all funding, debits and refunds for all vendors and ACH debits on vendors as well.
- Prepared and processed lockbox and incoming checks through the mail.
- Processed the ACH billing cycles for all accounts in leasing on a weekly basis.
- Processed the cancellation, buyback, upgrades, settlements, and payoff of leases.
- Knowledgeable and prepared month-end, quarterly, and yearly closings.
- Conducted physical inventory audits and reviewed variance reports for legitimacy.

Lease Accountant

Delta Corporation - 2006 – 2009

Key Deliverables:

- Transferred leases to McKesson Capital on a timely basis upon receipt of customer authorization.
- Worked with legal and sales to correct contract issues.
- Assisted sales with present value information as requested.
- Maintained the day-to-day accounting needs for the Leasing Segment of McNeilus. Prepared monthly financial statements for Leasing Segment of McNeilus.
- Responsible for Tenant billings for the following charges Common Area Maintenance, Real Estate Taxes, Water and Sewer, Electric and HVAC.
- 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.

EDUCATION

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MBA

