

# Robert Smith

## Lease Accountant

### PERSONAL STATEMENT

As a Lease Accountant, responsible for Reviewing, revising, and approving 3rd party-prepared abstractions for amendments, new leases, extensions, options, rent relief, assignments, storage units, and pylon signs.

### WORK EXPERIENCE

#### **Lease Accountant**

**ABC Corporation - September 2009 - November 2010**

##### *Responsibilities:*

- 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 of month-end, quarterly, and yearly closings.
- Worked with branches to ensure the correct documents are accurate and up to date in Quattro.

#### **Lease Accountant**

**Delta Corporation - 2008 - 2009**

##### *Responsibilities:*

- 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 the company's security service, National Security Consultants.
- Prepared daily bank reconciliations and was in charge of posting over the worth of lease payments per month into lease accounting systems.
- In charge of booking over 50 new leases per month into lease accounting systems and responsible for creating lease payment schedules and lease.
- Reviewed, verified, and processed expense reports and check requests.

### Education

GED

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Jd Edwards, Timberline,  
SAP, Oracle, SAS, One  
site, Microsoft Office.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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