

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Lease Accountant

SUMMARY

Over 30+ years of management and accounting experience. Adept at being productive in fast-paced environments demanding strong organizational, management, and collaborative skills - reinforced with proficiency in Microsoft Office applications. Detail-oriented and resourceful in completing tasks and able to multi-task effectively.

SKILLS

Microsoft Word, Managing Skills.

WORK EXPERIENCE

Lease Accountant

ABC Corporation - 2009 - 2020

- Performed daily, weekly, monthly, and annual accounting processes to accurately record lease revenue for financial reporting (on what system).
- Obtained and tracked monthly and annual sales reports for tenants.
- Reconciled and billed tenants for annual Real Estate Tax and Common Area Maintenance Reconciliations for Multi-Site Operations consisting of 23 Shopping Centers over 3 million sf.
- Reviewed lease abstracts and lease documentation and verified all pertinent information.
- Acted as the liaison between the company and the attorneys to assist with evictions and other legal matters.
- Prepared Balance Sheet, account reconciliations and analysis in Yardi system.
- Invoiced tenants based upon lease terms including but not limited to minimum rents, percentage rents etc.

Lease Accountant

Delta Corporation - 2008 - 2009

- 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

MS