

ROBERT SMITH

Reconciliation Analyst III

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Detail-oriented, efficient and organized Reconciliation Analyst with extensive experience of 12 years in accounting systems. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet, ethical and able to work in a team and independently. Resourceful in the completion of projects, effective at multi-tasking.

SEPTEMBER 2010 - MAY 2015

RECONCILIATION ANALYST III - AMERICAN TOWER CORP

- Reviewed and interpreted the tenant or land agreements for key business terms required to generate tenant billing or land payments, recorded the appropriate financials.
- Stayed informed of current company practices and guidelines, including straight line rules, master lease governance, and commencement date determination, to administer lease documents appropriately in oracle system.
- Ability to communicate effectively and efficiently high-risk discrepancies that were identified to the management (i.e. Early detection, trend identification).
- Utilized lease audit documentation to ensure audits take into consideration using company guidelines related to lease data including but not limited to master lease agreement stipulations, straight line (fas13) status and dates, and commencement date determination.
- Abstracted the lease information including but not limited to rental amounts, terms, escalations, obligations, straight line and commencement dates into universal audit form and run match report to identify incorrect data.
- Administered calculations of revenue share payments, government fees, property taxes, or other obligations related to tenant or land leases.
- Interacted with internal auditors and the finance department in occasional auditing projects or provide information that supports current business initiatives.

AUGUST 2003 - SEPTEMBER 2010

RECONCILIATION ANALYST - AMERICAN TOWER CORP

- Responsible for the accurate and timely preparation of accounts receivable reports, delinquency and aging reports to ensure contributions are being collected timely to meet the funding needs of member benefits
- Developed spreadsheets and database analyses for presentation and analysis of accounts receivable reports.
- Determined the accuracy of information in accounts receivable system and identified trends that may impact future funding.

- Responsible for accurate and timely preparation of employer account balances to answer collection counsel, management and employer inquiries regarding their balances.
- Ensured a thorough and complete analysis of employer balances including verification to source documents as needed as the outcome of research could result in arbitration and/or termination of benefits
- Ensured that any corrections identified from the analysis are verified to the source documents updated timely in the system before releasing analysis to employers and collection attorneys.
- Ensured complete and accurate interest calculations for delinquent employers.

EDUCATION

Business Management - 2002(H.S College - Mumbai, Maharashtra)Bachelors in Accounting And Auditing - 2001(Hazarimal Somani College - Mumbai, Maharashtra)

SKILLS

C, C++, Computer Organization, Object Oriented Design And Programming, Oracle, Relational Database Management Systems