
Property Accountant Resume

Job Objective

Seeking a Property Accountant position in a leading accounting firm.

Highlights of Qualifications:

- Strong accomplished experience in property management accounting and budget preparation
 - Operational knowledge of property management software's like MRI and Yardi
 - Proficient in a variety of computer applications and spreadsheet applications
 - Excellent accounting and bookkeeping skills
 - Amazing ability to balance multiple priorities with a high degree of accuracy
 - Strong organizational skills with the ability to multi-task in a detail oriented environment
 - Strong verbal & written communication skills
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Professional Experience:

Property Accountant, August 2005 – Present
Ajilon Professional Staffing, Williford, IN

- Prepared and entered journal entries related to accrual-based GAAP accounting.
- Reviewed and approved payables, leases, billing adjustments, and deposits.
- Maintained accurate detailed records of fixed assets and generated all ledgers fixed asset entries.
- Prepared and assembled financial reports for monthly operating reports.
- Prepared bank and balance sheet reconciliations and financial statements monthly.
- Assisted Property Managers with Business Plans and quarterly Forecasts.
- Coordinated with Property Managers.

Property Accountant, May 2000 – July 2005
Colonial Properties Trust, Williford, IN

- Ensured proper coding of all invoices or payables associated with assigned entities.
 - Reviewed bank loan balances and replacement services.
 - Analyzed monthly financial statements and investigated budget variances.
 - Resolved accounting issues with property staff and performed a month end close.
 - Maintained general ledgers, payables, mortgaged escrows.
 - Coordinated month-end close and reconciliation of balance sheet accounts.
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Education:

Bachelor's Degree in Finance, Florida Atlantic University, Boca Raton, FL

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