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## Property Management Accountant Resume

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### Job Objective

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To obtain a Property Management Accountant position where my administrative experience, inspiration and a dedication to excellence will be utilized.

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### Highlights of Qualifications:

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- Accomplished experience in commercial real estate accounting
  - Strong knowledge of real estate financial accounting, recoveries, budgeting and forecasting
  - In-depth knowledge of state and local property tax laws
  - Proficient in MS Office suite, ERP systems, PTMS, Yardi Property Management and Accounting and general ledger software
  - Excellent accounting and comprehension skills
  - Amazing ability to professionally interact with on-site staff and third party clients
  - Strong analytical ability to solve problems with minimal oversight
  - Excellent communication, presentation and interpersonal skills
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### Professional Experience:

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Property Management Accountant, August 2005 – Present  
Realtex Development Corporation, Radford, VA

- Prepared monthly and quarterly reporting packages for properties.
  - Performed analysis, cash flow analysis, and balance sheet, reserves, and capital expenditure analysis.
  - Reconciled general ledger balances for assets and liabilities.
  - Ensured accuracy of tenant charges.
  - Reviewed, analyzed, and recorded adjustments and accruals to general ledger.
  - Set up policies, procedures and internal controls to oversee monthly review of property management trust accounts.
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### Education:

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Bachelor's Degree in Accounting, Rider University, Lawrenceville, NJ

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