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## Real Estate Accountant Resume

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### Job Objective

To obtain a Real Estate 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 accounting experience in Real Estate Management
  - Strong knowledge of real estate concepts and lease terminology
  - Proficient in Lawson general ledger, YARDI, Lawson Asset Management system
  - Amazing ability to analyze funding and inspect the site
  - Ability to real estate market characteristics through analysis of market studies and appraisals
  - Solid system and MS Office skills with extensive working knowledge in Excel
  - Strong math and analytical skills
  - Excellent communication and organizational skills
  - Amazing ability to work in a fast paced environment
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### Professional Experience:

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Real Estate Accountant, August 2005 – Present  
Team-One Employment Specialists, Ukiah, CA

- Prepared monthly fund and management company financial packages.
- Managed bookkeeping of fund and management company activity.
- Coordinated annual audits for Funds and completed quarterly consultant reports.
- Assisted with implementation of new accounting systems.
- Maintained cash and GAAP accrual general ledgers.

Real Estate Accountant, May 2000 – July 2005  
Robert Half Finance & Accounting, Ukiah, CA

- Prepared and processed monthly journal entries.
  - Produced monthly financials according to the established schedule, and analyzed results.
  - Reviewed income, expense, deferred leasing and capital purchases for accurate coding and payment.
  - Performed budget and re-projection input, and analysis.
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### Education:

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Associate Degree in Accounting, University of Baltimore, Baltimore, MD

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