

Austin, 78726  
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# EMMANUEL ALEJANDRO

STAFF ACCOUNTANT

## PROFESSIONAL SUMMARY

Dedicated Accountant bringing advanced abilities in ledger management, reconciliations and reporting. Proficient in maintaining GAAP standards and meeting industry requirements. Helps drive business success with accurate forecasting, budget support and spending analyses.

## SKILLS

- Ledger Management
- Reconciliations
- Reporting
- Budget Support
- Journal Entries
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
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- Yardi
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- Deltek Maconomy
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- RealPage
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- MRI
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## EMPLOYMENT HISTORY

OCT, 2023 - PRESENT

### Property Accountant (Contract), American Campus Communities, Austin

- Analyze financial data and prepare monthly financial statements for a portfolio of properties to ensure accuracy and compliance with accounting principles and company policies.
- Prepare and analyze financial statements for all properties, providing insight on financial performance and trends to aid in decision-making processes.
- Collaborate with property managers to develop and implement strategies to improve financial performance of properties.

MAR, 2023 - OCT, 2023

### Staff Accountant, New Waterloo, Austin, Texas

- Prepared journal entries in compliance with GAAP using proper documentation and approvals.
- Handled bank, balance sheet, and fixed asset reconciliations.
- Maintained accounts by routinely entering new transactions, reconciling statements and resolving discrepancies.
- Helped with preparing financials on transitioning property

MAR, 2022 - FEB, 2023

### Property Accountant, Capstone Real Estate Services, Inc, Austin, Texas

- Participated in monthly close for 22 properties
- Working closely with operations department to oversee budget analysis on expenses

MAY, 2021

### Production Accounting Clerk, Independent Contractor, Austin, Texas

- Matched purchase orders to invoices for payment processing weekly
- Enters invoice and cuts 100 checks weekly
- Verify I-9 forms for cast and crew daily
- Helped Line Producer and Universal Production Manager on expenses and payroll for approvals weekly

FEB, 2021 - MAY, 2021

### Property Accountant (Contract), Rainier Properties LTD, Austin, Texas

- Participated in full cycle close for 10 properties monthly
- Created process for accruals for company from cash basis of accounting monthly
- Reconciled cash to match rent and expenses monthly

OCT, 2020 - FEB, 2021

### Property Accountant, Campus Advantage, Austin, Texas

- Participated in full cycle close monthly for 6 properties
- Calculated and processes management fees monthly
- Reconciled cash to match rent and expenses monthly
- Analyzed financial statements and communicates with sites for re-classes and accruals monthly

## **EMPLOYMENT HISTORY**

NOV, 2016 - OCT, 2020

### **Property Accountant, Stellar Management LTD, New York, New York**

- Reconciles Balance Sheet and General Ledger accounts for accuracy monthly
- Prepares bank reconciliations to ensure rent and expenses properly match monthly
- Re-classes subledger accounts to correct accounts daily
- Reconciles Tenant Security Deposit accounts monthly

DEC, 2014 - NOV, 2016

### **Junior Accountant, PSL Group, New York, New York**

- Created intercompany invoices for expenses to different PSL entities weekly
- Prepared cash flow forecast to upper management for analysis weekly
- Recorded cash journal entries from bank activity daily
- Reconciled balance sheet items to match sub-ledger accounts with the general ledger monthly

JUN, 2014 - DEC, 2014

### **Accounts Payable Clerk, Marc Jacobs International LLC, New York, New York**

- Entered vendor process forms to be sent to accounts payable for timely vendor payment
- Recorded journal entries of vendor invoices for vendor payment requests
- Utilized three-way matching to compare invoice pricing and purchase order pricing for accurate vendor payment

## **EDUCATION**

SEP, 2008 - MAY, 2011

### **Bachelor of Science - Accounting, Berkeley College, Newark, New Jersey**