



# Ethan Mitchell

## Senior Property Accountant

📞 (630) 555-0142 ✉️ ethan.mitchell@example.com

🌐 linkedin.com/in/ethanmitchell 📍 2455 Elm St, Aurora, IL 60506

### STRENGTHS

- 📊 **Analytical Thinking**  
Solving financial discrepancies quickly enhanced trust and strengthened relationships with potential clients.
- 👥 **Team Collaboration**  
Working harmoniously with diverse teams led to creating a more cohesive workflow and boosted morale across units.
- ⌚ **Time Management**  
Managing tight deadlines effectively reduced stress levels within the team, resulting in better output quality.
- 🔍 **Attention to Detail**  
Meticulously verifying financial statements helped averted costly errors during critical audits, showcasing reliability.
- ✓ **GAAP Compliance**  
Ensuring strict adherence to GAAP principles secured financial integrity throughout all transactions.

### SKILLS

Property Accounting

Financial Reporting

Budget Preparation   Yardi Software

GAAP Standards   Journal Entries

Cash Flow Analysis

Bank Reconciliation

Analytical Skills   Excel Skills

Accounts Payable

Accounts Receivable

Month-End Closing

Client Communication

Tax Preparation

### SUMMARY

Dedicated accounting professional brings over four years of relevant experience in property accounting with a focus on multi-family residential properties. Expertise lies in managing the complete accounting cycle, ensuring accuracy in financial reporting, and upholding compliance with GAAP standards. Familiarity with Yardi software adds efficiency to day-to-day operations. Valued for strong analytical skills, ability to prioritize tasks, and fostering collaboration with cross-functional teams, including property and asset managers. Eager to leverage expertise in financial analysis and strategic contributions to enhance the overall success of dynamic property management teams.

### EXPERIENCE

#### Property Accountant

Real Estate Solutions 📅 January 2021 - Present 📍 Naperville, IL

Handle full accounting responsibilities for a diverse portfolio of residential properties, focusing closely on GAAP compliance and financial integrity.

- Oversee monthly, quarterly, and annual financial statement generation, ensuring timelines are met consistently.
- Perform bank reconciliations, prepare journal entries, and maintain accurate general ledgers for multiple properties.
- Lead crucial month-end and year-end closing processes, meticulously preparing analyses for CAM reconciliations and budget variances.
- Collaborate efficiently with property and asset managers to address financial concerns and optimize operational protocols.

#### Assistant Property Accountant

Urban Living Group 📅 June 2018 - December 2020 📍 Aurora, IL

Supported senior accountants by assisting with the preparation of housing budgets, financial reports, and forecasting accurate cash flows.

- Worked in conjunction with the finance team to deliver precise budgeting and variance analyses.
- Assisted in processing accounts payable and receivable transactions, enhancing transactional accuracy across departments.
- Provided essential support during external audits, facilitating comprehensive tax preparation efforts.
- Reviewed property financials regularly, developing actionable insights for continuous performance improvement.

#### Accounting Intern

Vantage Realty Advisors 📅 May 2017 - May 2018 📍 Remote

Gained hands-on experience in the fundamentals of property accounting through active participation in financial statement preparations.

- Assisted in organizing financial documents and maintaining orderly records of receipts and invoices.
- Collaborated with give-and-take approaches to learn from senior accountants while contributing to day-to-day challenges.
- Analyzed ongoing projects and delivered concise interim reports based on evolving financial data.
- Played an integral role in client communications when clarifying bill discrepancies and financial queries.

LANGUAGES

|         |            |
|---------|------------|
| English | Native     |
| Spanish | Proficient |

MY CAREER



- Property Accountant at Real Estate Solutions (5.3 Years)
- Assistant Property Accountant at Urban Living Group (2.5 Years)
- Accounting Intern at Vantage Realty Advisors (1 Years)

LEADERSHIP & AWARDS

- Achieved 'Employee of the Month' award for outstanding contribution to streamlining financial processes in Q4 2022.
- Recognized by management for improving reporting accuracy and significantly reducing closure times for financial periods.

EDUCATION

**Bachelor's Degree in Accounting**  
University of Illinois Chicago 🎓 GPA: 3.6 📅 2018 📍 Chicago, IL  
*Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing*

CERTIFICATIONS

- CPA Certification 📅 2020
- Advanced Excel Certificate 📅 2021

TECHNICAL SKILLS

- **Accountancy Software:** Yardi, QuickBooks, Sage
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Reporting Tools:** Tableau, Power BI, Excel
- **Auditing Software:** AuditBoard, TeamMate, CCH ProSystem fx
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Project Management Tools:** Trello, Asana, Monday.com
- **Data Analysis Tools:** SQL, R, Python
- **Financial Modeling Tools:** Excel, Gnumeric, MATLAB
- **Tax Preparation Software:** TurboTax, Drake Tax, H&R Block
- **Database Management Tools:** Oracle Database, SQL Server, MongoDB

PROFESSIONAL AFFILIATIONS

- Member of the Illinois CPA Society, actively participating in workshops and networking events.
- Engaged member of the National Association of Residential Property Managers, contributing to best practices discussions.

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST