



# Sophia Bennett

## Real Estate Accounting Assistant

Accurate and discreet payroll accounting assistant with 9 years of experience managing payroll processing for midsize organizations. Proficient in tax deduction compliance, benefits administration, and resolving payroll discrepancies with minimal turnaround time. Skilled in maintaining confidential employee financial records, coordinating open enrollment adjustments, and supporting payroll audit requirements. Known for error-free processing and proactive approach to regulatory compliance.

## CONTACT INFORMATION



(123) 456-7890



email@example.com



Atlanta, GA

## EDUCATION

- Associate of Applied Science in Accounting

Georgia State University, Atlanta, GA | December 2017

## KEY SKILLS

- Property accounting and rent roll management
- Lease agreement financial tracking
- Rent collection and payment follow-up (50+ properties)
- Financial reconciliation and discrepancy resolution
- Budget forecasting and expenditure reporting
- Vendor invoice processing for maintenance services
- QuickBooks and property management software
- Tenant account management and communication
- Month-end property financial summary preparation

## PROFESSIONAL EXPERIENCE

**Real Estate Accounting** | Assistant Sunset Realty, Atlanta, GA  
August 2020 - Present

- Managed rent collections and tracked monthly payments for a portfolio of 50+ properties totaling \$800,000 in monthly rental income, maintaining a 97% on-time collection rate
- Reconciled property accounts monthly for all 50+ properties, reducing discrepancies by 15% through process improvements and a standardized double-entry review procedure
- Prepared quarterly financial summaries for 20 property owners, incorporating income vs. expense analyses and maintenance cost tracking
- Coordinated vendor invoice processing for 30+ maintenance contractors, ensuring all payments were aligned with approved property budgets
- Supported annual budget forecasting for 50 properties, compiling historical expense data that improved forecast accuracy by 12%
- Maintained organized lease agreement records and tenant payment histories for 50+ units, supporting compliance with lease terms and enabling efficient dispute resolution

**Leasing Coordinator** | Metro Property Management, Atlanta, GA  
March 2018 - July 2020

- Maintained lease agreement records and tracked tenant payment schedules for 30+ units, ensuring compliance with lease terms and flagging arrears within 5 business days
- Processed invoices for property maintenance and vendor services for 25+ contractors monthly, maintaining a 96% on-time payment rate
- Supported 3 property managers with budget forecasts and monthly expenditure reports, providing actuals vs. budget comparisons for quarterly planning sessions
- Organized and digitized 3 years of lease agreement archives, reducing document retrieval time by 40% for the leasing and accounting teams

## CERTIFICATIONS

- Real Estate Financial Modeling Certificate, CFI | January 2021
- QuickBooks Certified User, Intuit | December 2019