



Spencer Nash

Property Accountant

📞 (414) 555-1234 ✉️ spencer.nash@example.com

🌐 linkedin.com/in/spencernash 📍 Milwaukee, WI 53202

SUMMARY

Detail-oriented Property Accountant with over 2 years of experience in real estate financial management. Proven ability to prepare financial statements, manage month-end close activities, and collaborate with property managers to enhance operational success. Strong analytical skills paired with expertise in Excel and accounting software, committed to delivering exceptional service and support to property owners and residents. Seeking to leverage accounting expertise while contributing to a growing organization with stability and advancement opportunities. Focused on achieving operational efficiency and delivering precise financial insights that drive outcomes for diverse property portfolios.

EXPERIENCE

Property Accountant

Greenfield Accounting Services 📅 June 2024 - Present 📍 Milwaukee, WI

Serve as Property Accountant overseeing multiple property portfolios, ensuring compliance and financial integrity. Collaborate closely with teams across departments to provide insight into financial reporting processes and efficiency improvements.

- Prepare monthly financial statements and manage month-end close activities for a diverse portfolio of over 20 properties, ensuring accuracy and compliance with accounting standards.
- Record journal entries and perform reconciliations for bank and balance sheet accounts, enhancing the integrity of financial reporting.
- Collaborate with property managers to analyze financial performance, providing insights to improve operational efficiency and resolve accounting inquiries.
- Assist in the preparation of audit documentation and year-end reporting, contributing to a smooth audit process.
- Support special accounting projects, including system implementations and process improvements, which streamlined reporting timelines.
- Conduct training sessions for junior accountants on best practices in property accounting and financial analysis.

Junior Accountant

Horizon Property Management 📅 June 2023 - May 2024 📍 Madison, WI

Assisted in financial operations focusing on residential properties, gaining exposure to fundamental accounting practices and preparing for higher levels of responsibility.

- Supported the month-end financial closing process for a portfolio of residential properties, ensuring timely and accurate reporting.
- Assisted in the preparation of financial statements and reports, enhancing visibility for management and stakeholders.
- Performed account reconciliations and maintained accurate records of transactions, contributing to the integrity of financial data.
- Engaged with property managers to address financial discrepancies and improve operational success through effective communication.
- Participated in the annual budgeting process, providing analytical support to management for decision-making.
- Developed Excel spreadsheets for tracking financial performance metrics, facilitating improved data management.

LEADERSHIP & AWARDS

- Dean's List, University of Wisconsin-Milwaukee, 2023
- Accounting Excellence Award, 2025

STRENGTHS

- 👁️ **Attention to Detail**
Attention to detail ensures precision in financial statements, catching errors before publication. This quality built trust with clients.
- 💬 **Effective Communication**
Facilitated clear communication with property managers to clarify financial issues, boosting team collaboration and operational clarity.
- 📊 **Analytical Thinking**
Applied analytical thinking in reconciling accounts, leading to quicker problem resolution and better understanding of financial health.
- 👥 **Team Collaboration**
Collaborated seamlessly with diverse teams on special accounting projects, fostering a sense of shared ownership and achievement.
- 🔄 **Adaptability**
Adapted quickly to changes in financial software, becoming the go-to resource for colleagues needing guidance during transitions.

SKILLS

Real Estate Accounting

Financial Reporting Excel

Account Reconciliation

Communication Analytical Skills

Month-End Close

Audit Preparation

Portfolio Management

Software Implementation

Process Improvement

Transaction Analysis

Team Leadership Data Entry

Financial Analysis Budget Planning

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Property Accountant at
Greenfield Accounting Services
(2.2 Years)

● Junior Accountant at
Horizon Property Management
(11 Months)

EDUCATION

Bachelor's Degree in Accounting

University of Wisconsin-Milwaukee 🎓 GPA: 3.8 📅 2026 📍 Milwaukee, WI

Coursework: Accounting Principles, Financial Reporting, Taxation, Managerial Accounting

CERTIFICATIONS

- Excel for Accountants Certification 📅 2025
- Certified Bookkeeper (CB) 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Sage, Yardi
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets
- **Financial Reporting Standards:** GAAP, IFRS, ASC 606
- **Auditing Techniques:** Internal Controls, Risk Assessment, Compliance Audits
- **Database Management:** SQL, Access, Data Analytics
- **Collaboration Tools:** Slack, Microsoft Teams, Trello
- **Project Management:** Asana, JIRA, Kanban
- **Document Management:** SharePoint, Dropbox, Google Drive
- **Budgeting Tools:** PlanGuru, Adaptive Insights, Excel Budget Templates
- **Financial Forecasting:** Historical Trends, Predictive Models, What-If Analysis

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Wisconsin-Milwaukee
- Volunteer, Habitat for Humanity, 2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST