

# Ethan Mitchell

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📍 2455 Elm St, Aurora, IL 60506

## SUMMARY

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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

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### Property Accountant

January 2021 - Present

Real Estate Solutions

*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

June 2018 - December 2020

Urban Living Group

*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

May 2017 - May 2018

Vantage Realty Advisors

*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.

## LEADERSHIP & AWARDS

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- 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

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### Bachelor's Degree in Accounting

2018

University of Illinois Chicago GPA: 3.6

*Chicago, IL*

*Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing*

## CERTIFICATIONS

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- CPA Certification 📅 2020
- Advanced Excel Certificate 📅 2021

## TECHNICAL SKILLS

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- **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

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## SKILLS

- Property Accounting
- GAAP Standards
- Analytical Skills
- Month-End Closing
- Financial Reporting
- Journal Entries
- Excel Skills
- Client Communication
- Budget Preparation
- Cash Flow Analysis
- Accounts Payable
- Tax Preparation
- Yardi Software
- Bank Reconciliation
- Accounts Receivable

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## 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.

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## LANGUAGES

- English (Native)
- Spanish (Proficient)

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## ADDITIONAL INFORMATION

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

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## REFERENCES

AVAILABLE ON REQUEST