



Ethan Mitchell

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

🌐 [linkedin.com/in/ethanmitchell](https://www.linkedin.com/in/ethanmitchell) 📍 2455 Elm St, Aurora, IL 60506

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 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

- 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 2018
University of Illinois Chicago GPA: 3.6 *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

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

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.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST