**Jason Y. Hughes**

745 Millbrook Road

Chicago, IL 60605

Phone: 630-931-4809

Email: jason.hughes@anymail.com

**Career Objective:**

Detail-oriented, motivated and confident Property Accountant with over 6+ years of experience in managing property accounts. Capable of overseeing real estate budgets, analyzing financial reports, reconciling accounts by following federal laws. Team player with excellent verbal and written communication skills.

**Summary of Skills:**

* Comprehensive knowledge of real estate laws as well as accounting principles
* Sound knowledge of real estate property management and accounting software
* Ability to create escrow account and liaise between the real estate developers, property agents, and clients
* Skilled in preparing property advertising budget, and collecting rent
* Capable of preparing appropriate expense reports, and forecasting budgetary reports
* Expertise in maintaining long-lasting relationships with real estate clients, and familiar with lease property procedures
* Adept in operating various computing applications, including Microsoft Word, Excel and Google Spreadsheets
* Excellent organizational and analytical skills
* Strong interpersonal and communication skills

**Work Experience:**

Property Accountant

Spirit Realty Capital, Chicago, IL

October 2016 – Present

* Reviewing account receivable aging reports, and marking sections that need reconciliations or recheck
* Preparing and entering recurring and non-recurring charges in the database
* Performing audits and ensuring accuracy of various database, including Lease Tracking, Loan Summary, Rent Roll, etc. for the assigned portfolio of clients
* Responsible for carrying out regular analysis, developing accurate financial reports, and other related schedules in accordance with the third-party requirements
* Serving as a resource and assisting with the preparation of portfolio annual budgets and quarterly expenditure forecasts for the upcoming real estate client projects
* Coordinating tenant invoicing for performing authorizations, and doing other tasks as instructed by the Property Management

Assistant Property Accountant

Spirit Realty Capital, Chicago, IL

April 2013 – September 2016

* Represented the firm in various property exhibitions across the state
* Promoted vacant properties on various offline and online ad portals, and attracted a sizable number of clients
* Performed data entry and updated company database
* Processed monthly, quarterly, and annual accounting closing entries, and reviewed general ledger account reconciliations for accuracy in records
* Prepared a detail analysis report on budgetary expenses fluctuations for the real estate clients by coordinating with lease analysts and property managers
* Ensured account coding is accurate and retrieval is faster and easier
* Maintained an up-to-date knowledge of the accounting systems, and ensured appropriate federal policies were followed during purchase/sell activities
* Collaborated with various other personnel like Lease Administrators, Account Payable, Account Receivable, Finance and Legal department to obtain necessary information for completing financial reports

Accounting Associate Cigna Financial Solutions, Chicago, IL August 2010 – March 2013

* Documented financial transactions, managed accounts payable/receivable, and general ledger entries in QuickBooks software
* Analyzed balance sheet, P/L statements, and others financial documents, and drafted summarized reports
* Collected and compiled documents to review and analyze the expense reports submitted by property clients
* Prepared and dispatched invoices to clients and collected rent
* Obtained details related to invoicing from operational staff, and entered the data in the company database
* Assisted in performing daily accounting activities, including posting of multiple property accounting transactions, monitoring cash activities, and balances
* Working with the team using a filing system and maintained updated database to ensure safe keeping of the clients' records for future reference

**Education:**

* Master's Degree in Accounting
University of Illinois, Chicago, IL
2010
* Bachelor's Degree in Accounting
University of Illinois, Chicago, IL
2008

**Certifications:**

* Certified Public Accountant, 2012

**Reference:**

On request.