**The Dubin Group**

**610-667-5100**

**Candidate 114576**

**Experience:**

**AirBnB/Priceline Competitor April 2019 – Present**

*Property/Staff Accountant*

* Prepares of GL journal entries (accruals and reclasses), account analysis, balance sheet reconciliations during month end process
* Prepares full cycle AP and AR through month end
* Calculates commissions for partnerships and disperses rents
* Maintained the GL and prepared P&L accounting for Italian subsidiary of Inspirato
* Responsible for lease accounting of residence portfolio of 300+ properties including managing the P&Ls
* Reconciles balance sheets
* Generates general ledger and financial reports out of Great Plains, Prophix
* Partners with other departments to coordinate accounting entries
* Assists with annual audit preparation

**Marketing Agency 2015 – April 2019**

*GL Staff Accountant*

* Used Oracle to facilitate and reconcile internal revenue transfers among different business units amounting to $2.5 mm to $3.5 mm monthly
* Responsible for full cycle AR/credits; invoiced clients, applied payments; prepared credit packets
* Prepared Broker commission analysis and cut checks; reviewed and implemented broker referral agreements
* Tracked owed royalties for TransUnion data usage
* Coded and paid out Accounts Payable invoices through Concur
* Reconciled balance sheets(prepaid expense, accrued, liabilities)
* Prepared journal entries impacting P&L for several business units
* Prepared all journal entries impacting P&L for UK business unit (transactions in GBP)
* Uploaded Payroll files and ESPP entries
* Prepared amortization of prepaid software licenses/expenses
* Prepared variance analysis; Accruals for unpaid P-Card Expenses, T&E, unpaid A/P, in progress credit requests, and unpaid Broker Commissions

*Billing Coordinator December 2015 – February 2016*

* UsedPeoplesoft, Quotewerks, and Salesforce to generate invoices
* Worked closely with the sales department to ensure invoices were delivered to clients in a timely manner
* Managed a monthly internal audit process for randomly selected invoices and all invoices over $10,000

**Education:**

**Metropolitan State University of Denver December 2014**

*Bachelor of Science in Accounting – Magna Cum Laude*

**Languages and Technologies**

Oracle, Peoplesoft financials, MS Dynamics GP/Great Plains, Visual Lease, Microsoft Excel, Salesforce, Quotewerks, Blackline, Zuora, Prophix

Fluency in English and Korean