



Jontae Lovoy

Property Accountant

I am a Property Accountant with over 5 years of experience in the industry. I have worked extensively with QuickBooks and other accounting software programs, as well as Excel and Google Sheets. My strengths include my attention to detail, organizational skills, and ability to meet deadlines. In my previous role, I was responsible for preparing monthly financial reports for management review, overseeing Accounts Receivable and Accounts Payable functions, assisting with budget preparation, and performing general ledger reconciliations. I am confident that my skill set would be an asset to your team

jontae.lovoy@gmail.com 

(626) 169-1623 

1234 Elm Street, Louisville, KY 
40202

Education

Bachelor of Science in Accounting at University of Kentucky

Sep 2012 - May 2017

I've learned how to analyze financial statements, how to prepare journal entries, and how to use accounting software.

Links

[linkedin.com/in/jontaelovoy](https://www.linkedin.com/in/jontaelovoy)

Skills

Real estate accounting

Financial analysis

Property tax compliance

Accounts payable/receivable

Budgeting and forecasting

Lease administration

Yardi or MRI software

Employment History

Property Accountant at Bluegrass Accounting Services, KY

Mar 2022 - Present

- Reduced the property's delinquent tax liability by \$100,000 through negotiations with the city.
- Successfully completed a full audit of the property's financial records.
- Reduced operating expenses by 10% through careful review and renegotiation of vendor contracts.

Assistant Property Accountant at Weigandt Accounting Services, KY

Jul 2017 - Jan 2022

- Successfully completed bank reconciliations for 50 properties on a monthly basis.
- Maintained accurate records of all revenue and expenses for each property.
- Processed invoices and payments in a timely manner.
- Assisted with the preparation of financial statements and budgets.

Certificates

Certified Property Accountant (CPA)

Oct 2020

Certified Public Accounting (CPA)

May 2019

Memberships

American Institute of Certified Public Accountants

National Association of Certified Public Bookkeepers