ANGELINA DEVLIN

BOOKKEEPING | ACCOUNTING | FINANCIAL OPERATIONS

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PROFESSIONAL SUMMARY

Accounting professional with 20+ years of experience in property management, corporate accounting, and Controller roles. Experienced in general ledger and bank reconciliations, accounts payable and receivable, cash reporting, vendor documentation, 1099 preparation, and expense administration. Committed to accurate recordkeeping, confidentiality, and responsible stewardship of organizational funds.

RELEVANT BOOKKEEPING SKILLS

General Ledger & Bank Reconciliations • Accounts Payable & Receivable • Vendor Records & 1099s
Cash Reporting • Expense Review & Payment Processing • Financial Controls • Microsoft Excel
Systems: QuickBooks | Yardi Voyager | SAP Concur | Sovos | Paymode-X

PROFESSIONAL EXPERIENCE

PENNROSE | Philadelphia, PA
Corporate Accountant Jul 2026 – Present
Earlier roles: Junior Corporate Accountant • Accounting Coordinator • Accounts Receivable Coordinator (since Oct 2015)

- Support general ledger activity, monthly reconciliations, intercompany accounting, and recurring corporate transactions.
- Process and review accounts payable, payment workflows, vendor W-9 records, expense reimbursements, and accounts receivable activities.
- Prepare cash-position reporting, administer corporate card and expense processes, and support accurate coding and documentation.
- Coordinate annual 1099 reporting and train colleagues on expense and payment procedures.

COSMOPOLITAN INVESTMENT PARTNERS
Controller May 2001 – May 2015

- Held Controller-level accounting responsibilities in the real estate sector, with experience in bank reconciliations and 1099 preparation.

GAB MANAGEMENT, LLC
Controller Sep 2009 – May 2011

- Performed Controller-level accounting work, including 1099 preparation.

EDUCATION & PROFESSIONAL INVOLVEMENT

Peirce College | Bachelor of Applied Science, Accounting and Finance | 2023

American Institute of Professional Bookkeepers | Member since 2003

Delta Mu Delta | Business Administration Honor Society | 2020

Community involvement: Alzheimer's Association Walk to End Alzheimer's volunteer (since 2012)