KENDELL J STEPHEN
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EDUCATION

Georgia State University, Atlanta, GA — Spring 2024
Master's in Professional Accountancy

Brooklyn College, Brooklyn, NY — December 2016
Bachelor of Science. in Accounting

PROFESSIONAL EXPERIENCE

Gables Residential, Atlanta GA — October 2024 - Present
Senior Property Accountant

- Perform all responsibilities of a Property Accountant for a complex portfolio of third-party multifamily properties with stringent owner requirements, accelerated deadlines, and multi-software accounting environments.
- Execute full-cycle accounting, including accounts payable, accounts receivable, general ledger maintenance, and monthly bank reconciliations.
- Lead monthly close processes by preparing journal entries, accruals, general ledger reviews, and supporting schedules in compliance with U.S. GAAP.
- Reconcile all assigned bank accounts timely; research and resolve reconciling items and discrepancies.
- Partner with property managers to ensure accurate expense coding, rent roll reporting, and proper accruals.
- Calculate monthly depreciation in accordance with U.S. GAAP and maintain fixed asset schedules and reconciliations.
- Review and analyze property-level income statements, balance sheets, and variance analyses to ensure accuracy and completeness.
- Prepare, assemble, and distribute complete owner reporting packages accurately and within required deadlines.
- Analyze financial data and generate ad hoc and special reports for management and property owners.
- Manage property liquidity through cash flow reporting, fund distributions, timely debt service payments, and capital call execution.
- Review and approve aged payables to support efficient and compliant payment processing.
- Support annual audit and tax return processes by coordinating with external auditors and tax advisors.
- Participate in property-level budgeting and forecasting to support operational and ownership objectives.
- Communicate effectively with accounting teams, support staff, and on-site associates to ensure timely, accurate, and professional execution of all accounting functions.

Cushman & Wakefield, Remote — August 2024-December 2024
Client Accountant

- Perform full-cycle accounting for multiple clients, including account analysis, transaction review, cash management, accounts payable/receivable, accruals, and balance sheet reconciliations.
- Prepare monthly financial reporting packages accurately and on time in accordance with client requirements and internal controls.
- Maintain organization and prioritize a high-volume workload across multiple client portfolios while meeting productivity and reporting deadlines.
- Research and analyze accounting transactions to ensure accurate recording and proper financial reporting.
- Maintain and review fixed asset ledgers, ensuring proper capitalization and depreciation in accordance with owner requirements.

- Calculate and record straight-line rent adjustments based on lease terms and client preferences.
- Apply company financial policies and procedures, identifying inconsistencies and escalating issues to management when necessary.
- Investigate accounting discrepancies and communicate findings effectively with clients, property managers, and internal teams.
- Support internal and external audits by providing documentation, reconciliations, and requested financial information.
- Collaborate with clients and property management teams to ensure timely resolution of accounting inquiries and operational issues.

Walton Communities, Atlanta GA May 2022-August 2024

Senior Property Accountant

- Review and post Gross Potential Rent (GPR) for assigned 13 properties.
- Review the General Ledger (GL) accounts and ensure proper classification of transactions based on property classes.
- Record internal transfers related to maintenance reserves between accounts.
- Record monthly entries for deferred revenue and prepaid insurance expenses.
- Record entries for debt and interest accruals based on contractual obligations.
- Record other accruals, such as expenses incurred but not yet paid.
- Perform bank reconciliations for all property bank accounts and reconcile debt statements.
- Make necessary adjustments to reclassify resident write-offs or bad debts.
- Resolve outstanding items related to Due To/From accounts and bank transactions.
- Coordinate with property management to ensure timely resolution of security deposit refund matters.
- Allocate expenses and revenues associated with courtesy officer programs, garage, storage facilities and cares program among different properties.
- Maintain an ACC housing spreadsheet to track funds specifically for the affordable properties.
- Perform regular reviews and analysis of financial statements and reports, including the Trial Balance, Balance Sheet, T12 (Trailing 12 months), Retained Earnings statement, and Budget Comparison.
- Sending monthly occupancy report to investors.
- Prepare and distribute monthly financial statements to investors and banks.
- Conduct audits of water billing rates to ensure accuracy and compliance.
- Manage replacement reserves for the properties, including external audits in May and November and internal reconciliations at year-end.
- Process scanned check deposits and reconciled them with bank statements.
- Prepare/review Business personal property tax returns. Assist with annual budgeting and Audits.

Dorchester Management II, Atlanta, GA September 2021-May 2022

Property Accountant

- Monthly property closing and financial reporting in accordance with GAAP Prepare and analyze property level balance sheet and income statement Preparing weekly cash position report prior to check run.
- Assist in preparation of annual property budgets
- Reconcile property bank accounts for assigned properties (commercial and multi-family)
- Navigate accounting software (Onsite/RealPage) and assist Property Managers in the system
- Serve as internal oversight to ensure accuracy of property delinquency reports, pre-paid rent journals, security deposit ledgers and monitor property refunds
- Maintain property cash management including coordination and review of accounts payable. Post accounts receivable entries including income, vacancies, and write-offs Create and book property accruals, reclassifications, and journal entries.
- Review and maintain general ledger activity in accordance with GAAP.

- Prepare reconciliations to ensure general ledger and balance sheet integrity Coordinate with various lending institutions for financial statements.
- Assist with quarterly/Annual CAM reconciliations
- Assist with the year-end audit

Accounts Payable Supervisor March 2021-May 2022

- Oversees reports regarding cash flow; ensures correct payments are made in a timely manner.
- Develops guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records.
- Analyzes expense reports and other invoices for accuracy and eligibility for payment.
- Oversee the weekly check run process by reviewing AP aging and making the selection of invoices for the release of payments.
- Reconciles accounts payable total and general ledger with other applicable records (e.g., subsidiary vendors' ledger).
- Facilitates the timely preparation of accounts payable related reports.
- Manage the vendor reconciliation and resolve the discrepancies
- Act as the liaison among different business units to facilitate payment processing requests in the accurate and timely manner.
- Performs other related duties as assigned.
- Work with on-site property personnel to maintain and manage the processes on OPS software (payable modules) and be responsible to report the exceptions when routines are not followed.
- Produce monthly dashboard reports for the management team to report benchmark and score cards for the entire portfolio with the analysis on exceptions, along with the recommendation for process improvements. Manage the intercompany billings and property charge backs/reimbursements to corporate entities.

GNR Group, Philadelphia, PA

Accounts Payable Manager December 2018 – July 2020

Accounts Payable Specialist October 2017 – December 2018

- Managed monthly reports for 800+ properties using Yardi Voyager 7S
- Efficiently managed the accurate and timely processing of over 3000 invoices per month
- Reviewed and process payments for Property Tax filing, Refuse, Violations, and other payment types
- Reviewed the general ledger for discrepancies and create journal entries
- Ensured compliance with company travel/expense policy. Reviewed, coded and processed expense reports on a weekly basis
- Managed the supervision of vendor maintenance and construction team, including vendor account verifications, audits, research, consolidations, W9, and 1099s
- Partnered with project managers to ensure accurate job costing and billing detail on a project level
- Assisted Finance Team with month end processing, including accruals and account reconciliations

SKILLS

Proficient in MS Excel & Office (Vlookup, Pivot Tables, Index and Match) , QuickBooks, Yardi Voyager 7S/Breeze, Onesite/RealPage