Nick Ngo

Accounts Receivable & Collections | Senior Accounting | Bookkeeping

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PROFESSIONAL SUMMARY

Accounts receivable and accounting professional focused on billing, collections, and month-end close at multi-entity and publicly held companies. Cut AR aging across four lease portfolios from $12M to $5M at Landmark Dividend while managing a team of six. Experienced with Yardi Voyager, QuickBooks Online, and advanced Excel.

CORE COMPETENCIES

Accounts Receivable • Accounts Payable • Billing • Credit & Collections • DSO Reduction • Lease Administration • Month-End Close • GL Reconciliation • Bank Reconciliation • Financial Reporting • Audit Support • Internal Controls • Multi-Entity Accounting • ERP Systems • Team Leadership

PROFESSIONAL EXPERIENCE

Bookkeeping Consultant (Part-Time) | Beach Cities Bookkeeping | Remote Jun 2026 – Present

- Provide part-time bookkeeping for small businesses in QuickBooks Online, including monthly bank and credit card reconciliations.
- Clean up disorganized historical records, correct transaction errors, and reconcile accounts.
- Prepare monthly financial reports for business owners.

Manager, Accounts Receivable & Lease Administration | Landmark Dividend LLC Aug 2019 – Apr 2026

El Segundo, CA | Investment firm that acquires ground leases and infrastructure rights (telecom, billboard, data center, energy)

- Led a team of six managing billing, collections, and lease administration across four portfolios (telecom, billboard, data infrastructure, energy).
- Reduced AR aging across four portfolios from $12M to $5M (58%) over nearly seven years.
- Took over a $2.5M distressed receivables portfolio and reduced it to $400K (84%), working directly with Legal and Asset Management on delinquencies, tenant disputes, and other account issues, starting with the highest-risk accounts.
- Reconciled AR to the general ledger at each month-end and supported annual audits.
- Built an Excel tracker of monthly, quarterly, and annual aging by portfolio for executive review.
- Set individual KPIs for the team, including a 20% AR aging reduction per portfolio, and ran mid-year and year-end reviews.
- Managed and audited billing data in Yardi for 5,000+ assets across several entities (multi-decade ground leases, colocation master leases, lump-sum buyouts) and maintained entity and EFT records in SAM.gov for government tenants.
- Reviewed aging summaries across all portfolios and worked directly with Legal and Asset Management to resolve escalated disputes and deductions, taking on accounts the team couldn't close.
- Abstracted leases in dispute to reconcile tenant ledgers and verify delinquent balances.

Accounting Manager, Corporate Office | InterGroup Corporation Aug 1999 – Aug 2019

Los Angeles, CA | Publicly held real estate and financial services holding company (Portsmouth Square, Inc. and Santa Fe Financial Corporation)

- Managed AR, AP, billing, treasury, and cash management in Yardi for 20 commercial and hospitality properties and three publicly held entities.
- Worked directly with the CFO on 10-Q and 10-K filings for three SEC registrants.
- Prepared monthly cash flow reports, variance analyses, and period-end financial statements in Yardi.
- Updated GL structures and set up mortgage amortization schedules and billing procedures for new properties to streamline period-end close.
- Supported annual external audits for the public entities and reconciled intercompany accounts.
- Mentored a staff accountant and trained five property managers on ledger accuracy.

TECHNICAL SKILLS

ERP, Billing & Federal Systems: Yardi Voyager (ERP): Contract Management, E-Billing, AR Aging, General Ledger, Accounts Payable, Financial Reporting; SAM.gov (entity and EFT administration)

Accounting Software: QuickBooks Online, Sage Fixed Assets

Excel & Office: Advanced Excel (pivot tables, XLOOKUP/VLOOKUP, INDEX/MATCH, variance analysis, dashboards); Microsoft Office

EDUCATION

B.S., Business Administration | California State University, Northridge