Dear Mr. Regazzi,

I am excited to apply for the Contract Bookkeeper / Staff Accountant position with EPEE Inc. While my current role is in real estate accounting, my experience centers on exactly what you describe: owning the accounting cycle, solving complex reconciliation issues, cleaning up financial records, producing accurate financial statements, and providing management with meaningful financial insight.

For more than a decade, I have worked in accounting roles with increasing responsibility, and I currently serve as an Accounting Manager overseeing financial operations for multiple properties and entities. My responsibilities include month-end close, balance sheet reconciliations, cash management, financial statement review, budgeting support, variance analysis, and troubleshooting accounting discrepancies. Throughout my career, I have frequently inherited books that required investigation, correction, and process improvement.

One example involved onboarding properties with incomplete or inaccurate historical information where opening balances, security deposit liabilities, and subsidiary records did not reconcile to the general ledger. By analyzing source documentation, reconstructing account activity, and implementing stronger controls, I was able to restore accuracy to the balance sheet and provide reliable reporting going forward. I enjoy this type of work and find that untangling accounting problems is often where I add the most value.

What particularly interests me about EPEE is the opportunity to help convert the books from a cash basis framework to a more robust accrual accounting structure while rebuilding key balance sheet accounts and improving visibility into business performance. My strengths align closely with your needs:

- Full-cycle accounting and month-end close
- Balance sheet ownership and reconciliations
- Financial statement preparation and analysis
- Cash flow monitoring and forecasting
- Advanced Excel skills
- Process improvement and accounting cleanup projects
- Strong attention to detail with an ability to see the broader business impact

I am comfortable working independently in a remote environment and communicating directly with management, external accountants, and operational teams to ensure issues are resolved efficiently.

My hourly rate is **$65-$70 per hour**, depending on the scope of the initial cleanup work and expected time commitment.

I would welcome the opportunity to discuss how my background can help EPEE establish accurate, reliable financial reporting and create a solid foundation for future growth.

Thank you for your consideration, and I look forward to speaking with you.

Sincerely,

Samantha Miller
Richmond, VA

Samantha L. Miller, MBA, CPA
12608 Bradway Court, Henrico, VA 23233
Cell: 804/690-1219

Professional Summary:

Experienced CPA and MBA with 13+ years of accounting experience, including 8 years of remote small-business bookkeeping and remote tax preparation. Experienced in Quickbooks, AP/AR, payroll, reconciliations, month-end close, and financial reporting. Currently seeking a flexible, part-time remote role where I can utilize my skills and experience.

Education:

Virginia Commonwealth University, Richmond, VA

- Bachelor of Science in Psychology, Minor in English
- Master in Business Administration with a focus in Accounting (3.9 GPA)
    - Member, Beta Gamma Sigma International Honor Society for Business
    - Member, Phi Kappa Phi Multi-Disciplinary Honor Society

Core Competencies:

- **Accounting Software:** QuickBooks (Online & Desktop), PeopleSoft, MRI Real Estate Software, Yardi, RealPage, AppFolio, Yardi, Creative Solutions Accounting
- **Financial Management:** Bank Reconciliations, Financial Statement Preparation, Variance Analysis, Payroll Processing, AP & AR Management, Month-End Close Procedures, Full Charge Bookkeeping, Small Business Accounting, Remote Accounting Operations
- **Process Improvement & Training:** Internal Control Enhancement, Financial Reporting, Process Documentation, Staff Training & Development, Audit Preparation
- **Technical Skills:** Microsoft Office Suite, Google Sheets, Sharepoint

Work Experience:

E W Moore & Company

Tax Preparer | January 2025 – Present

- 1040, 1041, 1065, 1120 and 1120S tax preparation, seasonal and part-time
- Review of 1040 returns prepared by others

Riddle Me This, LLC

Bookkeeper, Tax Preparer | January 2018 – December 2025

- General bookkeeping of two small businesses using Quickbooks
- Annual tax preparation

Colliers International

Accounting Manager, Real Estate Management Services | May 2025 - Present

- Manage a team of 6 for a commercial property management firm.
- Review, research and comment on monthly financials prepared by team members
- Review and research bank reconciliations performed by team members
- Conduct financial clean-ups, including reconciling prior-year bank items and journal entries.

- Prepare PBC items and assist with audits and tax return filings for owners in coordination with external CPAs
- Prepare and review financial packages for property owners.

REdefine Property Management, LLC
Controller | June 2023 – May 2025

- Perform month-end close and owner statement reviews for 115 properties (single-family, multi-family, commercial) within a 9-day close window.
- Communicate and coordinate with staff on bank reconciliations and credit card reconciliations.
- Prepare and review financial packages for property owners.
- Manage full accounts payable process, from invoice entry to payments, and coordinate with vendors, tenants, and owners on cash position.
- Prepare PBC items and assist with audits and tax return filings for owners in coordination with external CPAs.
- Ensure timely mortgage payments.
- Oversee payroll processing, including review and approval of timecards for Maintenance and Management companies.
- Conduct financial clean-ups, including reconciling prior-year bank items and journal entries.
- Handle all bookkeeping for REdefine Property Management and its sister company, REdefine Maintenance, LLC, using QuickBooks Online.

SteelHead Management
Controller | January 2023 – June 2023

- Managed month-end close for 14 residential and commercial properties, including accruals, with a 10–15 day close window.
- Conducted multiple bank reconciliations and reconciled major balance sheet, revenue, and expense accounts.
- Prepared financial statements and communicated results to property owners.
- Supervised accounts payable and payroll processes.
- Reviewed financial statements and bank reconciliations prepared by team members.
- Researched and cleaned up prior journal entries and unresolved bank reconciliation items.
- Managed corporate credit card payments and reconciliations.

AVR Realty, LLC
Senior Staff Accountant | September 2022 – December 2022

- Performed month-end close for hotel and residential properties within a 10-day window.
- Reconciled major balance sheet, revenue, and expense accounts.
- Reviewed and prepared financial statements.
- Reviewed financial reports prepared by team members and communicated financial insights to property owners.

Cushman and Wakefield/Thalhimer
Senior Staff Accountant | November 2017 – September 2022

- Managed month-end close for 70 residential and commercial properties within a 5–15 day close window.
- Conducted bank reconciliations for approximately 25 entities.
- Reconciled major balance sheet, revenue, and expense accounts.
- Prepared financial statements and assisted property managers with variance analysis.
- Led transition of security deposit and escrow accounts to a new banking platform, including communication with banks and training staff.
- Trained new hires on accounting processes and procedures.
- Compiled financial metrics for senior leadership.
- Documented and reviewed financial processes and acted as a liaison between accounting and property management teams.

Other Experience:

- **Senior Accountant |** Ingenco | April 2017 – November 2017
- **GL Accountant |** Service Partners, LLC | March 2016 – April 2017
- **Financial Reporting Analyst** | Bowlmor/AMF, Mechanicsville, VA | June 2015 – March 2016
- **Marketing Coordinator/Staff Accountant** | Well, Coleman & Company, LLP, Richmond, VA | July 2013 – June 2015