

Assistant Controller

Jessica Lopez

Professional summary

Detail-oriented real estate accounting expert with experience overseeing financials for residential and commercial portfolios. Skilled in property-level P&L management, lease accounting, and tenant reconciliations, with a focus on compliance, revenue tracking, and team leadership.

Experience

Assistant Controller

February 2019 - Now

BlueStone Realty Partners / Miami, FL

- Direct financial operations for a portfolio of 38 residential and commercial properties, preparing detailed monthly financials, rent rolls, and cash flow analyses.
- Lead the reconciliation of CAM charges, property tax allocations, and operating expenses to ensure tenant billing accuracy and minimize disputes.
- Work with legal and leasing teams to abstract and maintain lease data in Yardi, increasing accuracy of rent schedules and renewal terms across the portfolio.
- Introduce standardized Yardi templates and reporting tools to streamline revenue tracking and reduce aging receivables by 40% in 18 months.
- Coordinate external audits and maintain internal compliance procedures, ensuring proper segregation of funds and clean audit results year-over-year.

Property Accountant

March 2015 - January 2019

Coastal Real Estate Group / Tampa, FL

- Managed full-cycle AP/AR and tenant ledger entries for 15 multifamily complexes, improving billing accuracy and reducing payment delays by implementing automation tools.
- Prepared monthly bank reconciliations, trust account reviews, and ownership reports, maintaining transparency across internal and external stakeholders.
- Supported the controller in financial onboarding of three newly acquired portfolios by aligning chart of accounts, import processes, and legacy financial data.
- Improved rent collection workflows by building a late-fee tracking system and introducing automated reminders, boosting collection rates by 22%.

Additional Information

Volunteer financial coach for Habitat for Humanity Miami

 (305) 555-1384

 jessica.lopez@email.com

 Miami, FL

Education

Bachelor of Science in Finance

Florida International University | Miami, FL

Real Estate Finance & Accounting Certificate

NYU School of Professional Studies | 2021

Licensed Notary Public

Florida | Active

Skills

Property accounting 

Lease abstraction and compliance 

CAM reconciliations 

QuickBooks & Yardi 

Budget development 

Real estate tax filings 

Revenue recognition 

GAAP for real estate 

Intercompany transfers 

Property acquisition integration 