

Financial Administration

- Rent collection
- Cash receipts
- Cash disbursements
- Tracking and posting accounting transactions
- Computerized accounting transactions
- Monthly cash tax statements
- Year-end 1099 statement for tax preparations
- Annual budgeting
- Auditing preparation
- Bookkeeping, accounting, and maintaining bank accounts
- Preparation of financial reports for management meetings
- System upgrades (as needed)
- Implementation of automated systems:
- Rent-roll and Skyline software