

# TARA T. WALTHERS

## SRSA GULF SOUTH MANAGEMENT

### **EXPERIENCE:**

- **SRSA Gulf South Management Controller - (July 2006 - Present)**

Oversee financial operations for 3 separate companies – SRSA Gulf South Management, Gulf South Commercial Construction & SRSA Commercial Real Estate. Supervision of one full time bookkeeper who is responsible for all A/R and A/P aspects of the properties. Provide monthly variance explanations for all revenue and expense accounts. Preparation of annual budgets. Reconciliation of CAM charges. Assist with property acquisitions and sales. Interact with Partners, Property Managers, and Property Owners to assess any issues that may arise. Process year end 1099s. Process payroll through Paychex for 36 employees. Completion, analysis and review of all monthly financial statements for 17 third-party managed properties which include office buildings, retail space and strip centers. Developed more useful and meaningful financials for all corporate entities by taking Quickbooks data and creating Excel schedules to explain the data. Process checks for all entities. Some Human Resource duties. Assist CPA firms with year-end processing of tax returns. Bill backs for payroll and commissions.

- **M.B.S. Management Services, Inc. - Director of Financial Reporting July 2000-2004**

Oversee financial operations for one of the top 25 multi-family management companies in Texas. Solely responsible for the hiring, training, and supervision of two staff accountants. Department responsible for timely and accurately monthly preparation of 65 financial statements for the apartment and/or townhouse complexes. Completion of monthly financial statements for all corporate entities with assets on balance sheet in excess of \$20 million. Created and prepare bi-monthly payroll entry for organization and 500 employees. Present all acquisition, refinancing, and sale entries to Chief Operating Officer and Corporate President. Assist in the annual budget process. Prepare quarterly formal financial statements for the partnerships. Effectively prepared and assisted outside agency with the preparation of annual tax returns on all corporate entities. Develop relationships with financial institutions.

Implementation of RUBS (Resident Utility Billing System), Assisted with the payroll conversion from Paychex to ADP, Hired independent utility auditing firm, negotiated contract terms to reduce commission paid. To date total funds recovered around \$40,000.00

**Sizeler Property Investors – Kenner, LA**

**October 2004-July 2006**

**Apartment Financial Accountant**

Oversee financial operations for fifteen apartment properties (3,257 units) located in Louisiana, Alabama, and Florida for publicly traded corporation (REIT). Solely responsible for the hiring, training, evaluation, and supervision of three staff accountants who prepare monthly financial statements in accordance with GAAP. Provide monthly, quarterly, and yearly variance explanations for all revenue and expense accounts. Prepare reports for quarterly board meetings for the Board of Directors. Provide budget variance explanations and preparation of annual budgets. Assist with property acquisitions and sales. Provide quarterly and yearly reports to both internal and external auditors. Complete all yearly personal property tax returns. Extensive analysis and review of all monthly financial statements. Conduct and plan property audits. Developed guidelines for review of capitalized asset accounts including Office Leasing and Investment Sales.

### **EDUCATION:**

- Southeastern Louisiana University – Hammond, LA  
Graduated Magna Cum Laude May 2000  
Bachelor of Science in Accounting

### **ACTIVITIES:**

Recognized as being in the nation's top 7% of junior class through Beta Gamma Sigma; graduated with honors and inducted into the Thirteen Club of SLU.