

Danielle Brown

Senior Accountant, Real Estate

Westlake, FL | dlefebvre222@gmail.com | (786) 239-5297

Work Experience

Senior Accountant of Real Estate

Florida Crystals — West Palm Beach, FL | May 2023 to Present

- Manage construction and development budgets, cash accounting activities, monthly bank reconciliations, construction loan draws, development invoice approvals and financial statement preparation.
- Monitor payroll accounts and partner with Payroll, Accounts Payable, and Cash Management to resolve reconciliation issues.
- Manage intercompany accounting activities, including monthly billings, monitoring, and reconciliations.
- Support fixed asset accounting activities, including CIP review, asset setup, depreciation, impairment monitoring, disposals, and variance analysis.
- Compile and maintain accounting support for audits, surveys, and related information requests

Senior Accountant

V Starr Interiors LLC — West Palm Beach, FL | April 2020 to May 2023

- Manage daily accounting operations, including month-end and year-end close, accounts payable and receivable, general ledger activity, payroll, utilities, cash forecasting, capital asset reconciliations, and fixed asset activity.
- Ensure compliance with GAAP principles and internal accounting policies.
- Monitor and analyze accounting data to prepare accurate financial reports and statements.
- Improve accounting systems and procedures by identifying issues and initiating corrective actions.
- Establish and enforce proper accounting methods, policies, and controls.

Audit Staff Accountant

Caler Donten Levine CPA — West Palm Beach, FL | October 2018 to March 2020

- Completed reviews and compilations for privately held for-profit companies and individuals.
- Assisted with audits for government, nonprofit, and privately held for-profit entities.
- Evaluated and tested internal controls.
- Prepared and recorded adjusting journal entries.
- Analyzed and reproduced financial statements.

Accounts Payable Specialist, Family Office

Caler Donten Levine CPA — West Palm Beach, FL | July 2016 to October 2018

- Prepared annual budget and payroll reports.
- Restructured charts of accounts and completed account reconciliations.
- Processed check payments for high-net-worth Family Office clients.
- Reconciled monthly statements and related transactions.
- Prepared sales tax filings, Forms 940 and 941, and 1099 reporting.
- Prepared and submitted payroll.

Office Manager

Trade-Links Partners LLC — Fort Lauderdale, FL | February 2015 to July 2016

- Oversaw daily office and warehouse operations.
- Managed accounts receivable and accounts payable, including daily invoicing, customer payment posting, balance updates, and weekly international wire payments to suppliers.
- Prepared weekly, quarterly, and annual financial reports for company owners and investors.
- Processed payroll through ADP and managed human resources functions.
- Completed monthly account reconciliations.

Property Manager / Bookkeeper

Newport Center Partners — Deerfield Beach, FL | February 2015 to June 2016

- Managed monthly tenant invoicing, deposits, and balance updates.
- Tracked vendor invoices and processed weekly payments.
- Filed and paid monthly sales tax.
- Provided owners with quarterly financial data reports.
- Completed monthly account reconciliations.
- Oversaw large construction projects on commercial property site.

Bookkeeper and Sales Associate

Office Edge — Boca Raton, FL | May 2013 to February 2015

- Operated a telephone switchboard for multiple businesses.
- Maintained positive client relationships and provided daily office support.
- Developed new contacts and built relationships with prospective clients.
- Increased sales by enhancing services for new and existing clients.

Education

Master of Accounting

Florida Atlantic University — Boca Raton, FL | August 2019

Bachelor of Science in Exercise Science and Health Promotion

Florida Atlantic University — Boca Raton, FL | May 2014

Skills and Certifications

- QuickBooks — 10 years
- Microsoft Excel — 16+ years
- Quicken — 6 years
- Peachtree — 6 years
- T-Value — 5 years
- SAP — 3 years
- RealPage — 3 years
- Sage 300 Construction and Real Estate — 3 years
- Certified Bookkeeper, American Institute of Professional Bookkeepers
- Fluent in Spanish