

# Simon Wong

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Highly effective financial executive with over 20 years of experience specializing in accounting, finance, and operations in the real estate industry. Offering an array of skills in budgetary planning, cash flow forecasting, team management, accounting, cross-functional collaboration, and reporting. Proven ability to utilize decisive leadership of multi-million dollar projects and multiple locations. Record of accomplishment of success streamlining and implementing accounting process in exceeding goals and meeting deadlines in fast-paced, dynamic environments.

- Executive Management
- Problem solving skills
- General Ledger Analysis
- Financial Planning & Analysis
- Multi-tasker
- CAM Reconciliations
- P & L Management
- Organizational skills
- Yardi & AppFolio Expertise

## **PROFESSIONAL EXPERIENCE**

**Empire Property Management Group, LLC**

**May 2021 – Oct 2023**

**Steel City Realty, LLC - Brokerage Firm**

**Steel Abstract, LLC - Title Company**

**Empire Property Construction, LLC - Construction, Landscaping & Snow Removal**

**The DeJesus Group, LLC - Owners' Personal Entity**

**Empire Capital Fund LLC - Investment Group**

*Allentown, PA*

- **Financial Management and Strategy:**
  - Develop and execute financial strategies to support short- and long-term goals.
  - Evaluate and recommend financial decisions, including investments, cost- saving measures, and capital allocation.
  - Monitor industry trends and economic indicators for informed decisions.
- **Financial Planning and Analysis:**
  - Lead annual budgeting process, collaborating with department heads for financial targets.
  - Conduct in-depth financial analysis, including variance and trend analysis, for actionable insights.
  - Assist CEO in preparing forecasts to adapt to changing market conditions.
- **Financial Reporting Excellence:**
  - Ensure accurate and timely financial reporting, including income statements, balance sheets, and cash flow statements.
  - Prepare comprehensive financial presentations for executive leadership and the board of directors.
  - Implement robust financial reporting tools and dashboards for real-time performance monitoring.
- **Treasury and Cash Management:**
  - Manage cash flow to optimize liquidity and ensure financial stability.

- Develop and implement cash management strategies, including investment options and working capital management.
- Oversee banking relationships, debt agreements, and credit facilities.
- **Compliance and Risk Mitigation:**
  - Maintain a strong internal control environment for asset safeguarding and regulatory compliance.
  - Collaborate with external auditors during financial audits and regulatory inspections.
  - Identify potential financial risks and implement risk mitigation strategies.
- **Tax Management:**
  - Coordinate tax planning and compliance activities to minimize tax liability.
  - Stay current with tax law changes and assess their impact on the organization.
- **Team Leadership and Development:**
  - Recruit, train, and develop a high-performing finance team, fostering a culture of improvement.
  - Set clear expectations, provide regular feedback, and conduct performance evaluations.
  - Foster collaboration between finance and other departments to achieve financial goals.
- **Process Improvement and Technology Integration:**
  - Identify opportunities to streamline financial processes and implement automation.
  - Evaluate and recommend financial software and system enhancements for efficiency and accuracy.
  - Lead cross-functional teams to drive process improvement initiatives.
- **Strategic Partnerships:**
  - Collaborate with executive leadership for financial insights and strategic decision-making.
  - Build strong relationships with banks, financial institutions, and external partners.
  - Represent the company in financial matters with stakeholders and investors.

## **Propco Holdings, LLC Jan 2018 – Mar 2020**

### ***Residential/Development - Developmental Controller/CFO - New York, NY***

- Oversee a portfolio of 9+ new developmental properties under construction projecting 398+ units and over 310,000SF
- Manage and supervise all development accounting, cash management, and finance
- Analyze Balance Sheet, Income Statement, and Cash Flow Statement
- Current Ratio, Debt-to-Equity, Profitability Margins, Return on Equity, and Cash Flow Margins
- Create and provide detailed periodic financial reporting, soft cost budgets, and cash flow projections.
- Implement job costing/tracking procedures for the front and backend offices
- Act as a liaison with attorneys, auditors, and financial institutions
- Oversee a portfolio of luxury condominiums, acquired assets consisting of 75+ units and approximately 110,000SSF multifamily residential properties
- Oversee a portfolio of Affordable Housing Units (NYCHA, HPD, Section-8)
- Provide ownership, investors, and board with detailed periodic financial reporting, and operating budgets for residential properties
- Recording disposition/sale of properties

## **The Jemstone Group, LLC Mar 2016 – Jul 2017**

### ***Shopping Center - Property Controller – New York, NY***

- Reconciled the closing statement and prepared journal entry for the acquisition of a Shopping Center
- Recording disposition/sale of a property
- Reviewed tenants' ledger provided by the prior management before the purchase
- Analyzed/reconciled the general ledger and maintained the Chart of Accounts
- Reviewed and reforecasted budgets for 13 entities
- Calculated Capital Calls and Distributions to investors
- Calculated rent escalation, tenant proportion shares of real estate taxes, CAM, insurance, and management fees.
- Reviewed and analyzed leases to enter into the system
- Completed RPIE and Chapter 91
- Recalculated ownership percentage due to an investor buyout
- Created pro forma scenarios if a property was sold at different prices
- Acted as a liaison to lenders
- Prepared and sent out the 2014 & 2015 Financial Statements
- Setup a new Shopping Center into Yardi system
- Setup the tenants' lease information such as rent, CAM, real estate taxes, insurance, and amendments
- Troubleshoot Yardi when staff or owner has an issue such as incorrect rent roll report
- Reconciled bank statements, inter-company ledger accounts, and escrow accounts
- Reconciled gross sales percentage income
- Explained to investors and their accountants the breakdown of their K-1s

## **The Trump Organization May 2015 – Mar 2016**

### ***Condominium – Senior Property Accountant– New York, NY***

- Daily accounting activities, cash management and coordination of A/R & A/P
- Reconciled/Reviewed Monthly Bank Statements & Reconciliations Accounts
- Supervised AR/AP and Accountants
- Collaborated with Assistant Controller & Business Executives on monthly cash flow variance reports
- Prepared and finalized Projections/Budget for 10 condominiums
- Maintained journal entries and perform general ledger analysis
- Reconciled/Audited quarterly and year-end payroll tax returns
- Reviewed and Approved Debit Card reimbursements for multiple Resident Managers
- Reviewed Real Estate Tax Bill-back to make sure the proration and escalations are correct
- Assisted with preparation of quarterly and year-end tax, cash and GAAP reporting
- Processed, reviewed, and reconciled Wollman Skating Rink's daily cash & credit card activities
- Reconciled GL Accounts to Unit owners' escrow balances that goes back to 10 years
- Assisted the Controller and CFO with various projects
- Involved with the preparation and finalization of Mr. Donald J. Trump's contributions/donations & financials prior to his candidacy for President

## **ELH Mgmt, LLC Mar 2014 – May 2015**

### ***Commercial/Residential/Retail – Senior Property Accountant– New York, NY***

- Monthly Bank Reconciliation for over 90 bank accounts
- Provide Monthly and Quarterly Financial Reports to investors and owners
- Analyze and post adjusting journal entries
- Prepared & Filed RPIE (Real Property Income & Expense)
- Transfer funds to and from multiple bank accounts when necessary
- Setup new commercial tenants into Yardi
- Analyzed Commercial Lease agreements to create a Lease Abstract spreadsheet
- Analyzed annual escrow for multiple entities to make sure monthly payments are reasonable
- Yardi Voyager Troubleshooter
- Calculate Management Fees, CAM, Rent escalations, and Real Estate Taxes
- Approved AIA/invoices for construction loan draw
- Kept track of Construction-in-Progress
- Assist auditors for year-end reports
- Add codes to the Chart of Accounts
- Work on multiple projects simultaneously
- Manager all of the Affordable Housing Units (NYCHA, HPD, Section-8)
- Trained co-workers on using Yardi and found more efficient way to work

## **Ranger Properties, LLC Jan 2011 – Mar 2014**

### ***Residential/Commercial/Industrial/Hotel – Assistant Controller – New York, NY***

- Process accounts payable invoices and cut checks
- Reconcile invoices to matching purchase orders.
- Process Payroll using Paychex's website
- Input receipts into accounts receivable and deposit checks remotely
- Credit cards and Bank reconciliations for multiple properties
- Post and adjust Journal Entries
- Reconcile daily closeouts at the end of the Month
- Process new tenants and parkers into Yardi Enterprise
- Tracked Construction-in-Progress for projects
- Provide tenant's ledger and statements when requested
- Implemented a shared account with Property Manager to review delinquents
- Generate 1099 and 1096 forms for multiple properties.
- Make off site visits to various properties to oversee their accounting activities

**Property Management & Maintenance Corp Aug 2003 – Sept 2009**

***Multi-Family/Office/Retail/Commercial – Assistant Controller – New York, NY***

- Review property-level financial statements prepared by staff accountants and analyzed consolidated financial statements for a multi-building commercial real estate portfolio
- Overseen the preparation of the annual budgets and CAM reconciliations that the staff accountants were assigned to
- Analyzed the General Ledger to make any adjusting entries that invoices were coded incorrectly or unbudgeted for
- Calculated preliminary amortization schedule for new or refinancing loans
- Explained cash flow variance between Actual and Budget
- Implemented a cross-training system and trained accountants/intern on how to process cash receipts, invoices, and cut checks in case A/P and/or A/R is out
- Reviewed bank reconciliation reports and cash management

**EDUCATION & SKILLS**

**College of Staten Island            2010 Graduate**

Bachelor of Science; Major in Accounting (Cum Laude)

**Baruch College; Zicklin School of Business   2008**

Completed 50 credits; Focused in Accounting

**Property Management Software**

|                                  |                    |
|----------------------------------|--------------------|
| <b>AppFolio</b>                  | SaaS - Cloud-based |
| <b>Buildium</b>                  | SaaS - Cloud-based |
| <b>Yardi Voyager 6 and 7S</b>    | SaaS - Cloud-based |
| <b>Yardi Genesis2</b>            | SaaS - Cloud-based |
| <b>Yardi Enterprise</b>          | Desktop Client     |
| <b>MRI Software</b>              | Desktop Client     |
| <b>MDS (Multi-Data Services)</b> | Desktop Client     |

**Accounting Platforms**

|                           |   |
|---------------------------|---|
| <b>Quickbooks</b>         | Certified ProAdvisor                      |
| <b>Xero</b>               | Certified Advisor                         |
| <b>AvidExchange</b>       | AP Automation   Accounts Payable Software |
| <b>PeachTree now Sage</b> | Accounting Software                       |

**Productivity**

|                          |   |
|--------------------------|---|
| <b>MS Word</b>           | Office Document                                   |
| <b>MS Excel</b>          | Certificate of Completion Advanced 2010           |
| <b>MS Outlook</b>        | Email Client                                      |
| <b>Thunderbird</b>       | Email Client                                      |
| <b>WPS Office</b>        | Alternative MS Office                             |
| <b>Google Workspace</b>  | Software Suite                                    |
| <b>Zoho</b>              | Software Suite                                    |
| <b>Airtable</b>          | Spreadsheet-database hybrid collaboration service |
| <b>Teamwork</b>          | Task management and team collaboration software   |
| <b>Arch Linux</b>        | Primary Computer Operating System                 |
| <b>Windows 3.1 to 11</b> | Computer Operating System                         |
| <b>Apple macOS</b>       | Computer Operating System                         |

**Realty Brokerage Platforms**

|                   |                                       |
|-------------------|---------------------------------------|
| <b>CTE BIZ</b>    | Real Estate Business Tracker          |
| <b>Brokermint</b> | Streamlining Real Estate Transactions |