



Nina Devereaux

Qualifications Summary

Nina brings over 14 years of accounting experience with a focus in commercial and multifamily property management and retail. She thrives in environments where process improvement, documentation and training are needed. Nina is an experienced leader focused on creating scalable process flows with efficiency and accuracy in mind.

Core Expertise

Accounts Payable • Accounts Receivable • Bank & Credit Card Reconciliations • Journal Entries • 1099 Processing • Lease Administration • System Administration • Full Cycle Reporting • CAM Reconciliations • Budgeting and Forecasting •

Professional History

ASP	Consultant	2022 – Current
Columbia Hospitality	Senior Accountant	2021- 2021
Pillar Properties	Senior Accountant	2020-2021
Thrive Communities	Senior Portfolio Accountant	2019-2019
Unico Properties, LLC	Senior Portfolio Accountant	2015-2019
Zulily	Accounts Payable Specialist	2014-2015
World of Jeans & Tops dba Tilly's	Sales Auditor	2005-2011
Nations Direct, Inc.	Accounting Assistant	2004-2005

Accomplishments

- Created and improved existing process flows, as well as documenting and creating a training manual for future team members.
- Transitioned to accounting system from Great Plains to Yardi. Trained staff, created custom reports and acted as system administrator and project leader for the new multifamily housing division

Education / Licenses

- Associates of Science, Accounting, Southern New Hampshire University.

Software

- Extensive Yardi Knowledge
- Microsoft Office Suite
- MRI, CTI and Kardin