

Theresa Swensen

Accounting Manager



Scope of Services

As Accounting Manager, Ms. Swensen is responsible for the accounting and financial reporting of a portfolio of the Company's assets. She is integral in the development and implementation of core systems and processes for collecting, analyzing, verifying and reporting financial information.

Her responsibilities include achieving accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews, staff supervision, managerial duties, preparing and completing action plans, forecasting requirements, preparing budgets, monitoring revenue and expenses and establishing internal controls.

Background & Experience

Ms. Swensen joined NAI/Merin Hunter Codman in November of 2018. She brings to the firm over a decade of progressive commercial real estate accounting experience. Most recently, Ms. Swensen served as a senior accounting member at O'Connor Capital Partners in Palm Beach, FL. She was hired as the founding accountant within the property management office and managed the implementation of O'Connor's first Digital Payables System. Additionally, she was responsible for, but not limited to, preparing detailed monthly reports and financial packages, assisting with annual audits and tax returns, staff training and management, lease abstraction and set-up, annual property budget planning and more.

Education

Ms. Swensen holds a Master's Degree in Forensic Accounting and a Bachelor of Business Administration Degree in Accounting from Florida Atlantic University in Boca Raton, FL.

Skills

Ms. Swensen is proficient in multiple accounting software systems including MRI, Yardi, Kardin, Skyline, and QuickBooks, in addition to Microsoft Office Suite and SharePoint.