

# Michelle Riggins

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- Areas of Expertise**
- Extensive experience and well developed analytical skills with attention to detail and accuracy in account, inventory and banking reconciliations including research and adjusting entries
  - Expert knowledge of general ledger and various accounting functions including billing, invoicing, collecting and forecasting
  - Demonstrate outstanding customer service, communication and interpersonal skills
  - Proficient in analyzing, auditing and interpreting data
  - Skilled in forecasting and managing property budget
  - Fluent in Microsoft Word, Excel, PowerPoint and Outlook
  - 10-Key touch 16,000 kph – Typing 55 wph
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- Experience** *Collections Clerk,*
- Processed, recorded and maintained the Escheat to the State company recording obligations.
  - Collected Attorney Referral Fees weekly, of \$141K+, maintained 60+ days under 10%, bonus monthly.
  - Collected average of \$225K+ monthly in Outstanding Fees, maintained 60+ days under 12%, bonus monthly.
  - Received, recorded and reconciled monthly unapplied funds of \$350K+.

- Property Manager,*
- Achieved financial advantages in square footage, storage facility options, and sub-tenant lease obligations through effective negotiations \$75K+, coincided lease compliance of 259 stores and 32 subleases
  - Researched, processed and prepared nationwide annual reporting of 630+ stores financial status and remaining lease obligations for executives and internal audit.

- Property Administrator,*
- Ensured lease compliance of 276 stores and 20 subleases, cleared and collected average \$350K+ annually in outstanding subtenant obligations through accurate monthly and year-end account reconciliations
  - Reconciled and researched Common Area Maintenance billings saving \$250K+ by preserving lease obligated payment

- Lease Administrator,*
- Ensured lease compliance and rental obligations of 630 stores and 25 subleases
  - Refocused organization on acquisition on profitable accounts
  - Coordinated and provided research and support to the Real Estate, Legal, Accounting and Internal Auditor departments as well as landlords and vendors
  - Research, reconciled and paid \$45M monthly rental obligations
  - Collected average of \$75K monthly in subtenant lease payment obligations
  - Prepared annual budgets for rental cost, common area maintenance, real estate taxes and other occupancy cost rental obligations.

- Bank Reconciliation Assistant*
- Coordinated and provided research and support for Internal Field Auditors, Accounting, Concession Auditors and Ticket transaction departments for over 276 Theaters
  - Analyzed daily cash account deposits saving \$150K+ in fraudulent activity reported to internal auditors

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**Education** BS Business Management, University of Phoenix, Westminster, CO  
06/2010