SYNERMARK
PROPERTIES, INC.

Tina Case
ACCOUNTING OPERATIONS MANAGER

PROFILE

Tina is the Accounting Operations Manager of SynerMark Properties, Inc. Responsibilities include oversight of accounts payable operations, monthly financial reporting packages, payroll processing and accounting software support. She works closely with directors and property accountants to analyze and understand business requirements and software functionality to ensure the integrity of accounting and reporting data. Tina is a proactive and integral member of our accounting team as she facilitates optimal internal communication and organization by serving as liaison between software technical teams and our accounting staff.

CAREER HISTORY

Tina has worked at SynerMark Properties and its predecessors Kennedy Wilson Austin, Inc., SynerMark Management Company and Davis & Associates, serving in various roles over the last 31 years. She started in the company as an accounting clerk and worked her way up to Accounting Operations Manager. As an accounting manager, Tina is responsible for overseeing the accounts payable department, banking relations, annual 1099 processing for all properties, preparation of financial packages, payroll processing, sales tax returns, customizing financial reports and providing user support for Yardi and AvidXchange systems. She is responsible for working with property managers and accountants in troubleshooting accounting systems to maintain data control and integrity. She is the accounting system and online banking administrator, maintaining user setup and accesses. She is the liaison for employees and our payroll partner, Insperity. Tina has been instrumental in numerous software conversions over the years, including assisting third party consultants with SQL scripting for data extraction. She was responsible for documenting and evaluating data required for the conversion as well as establishing and implementing testing protocol for the Austin team. Tina works closely with executives, accountants and property managers to find solutions for financial reporting customization needs for clients.

NOTABLE PROJECTS

- **Accounting Software Conversion,** from MRI to Yardi.
- **Implementation of AvidXchange,** to automate invoice processing and payments to vendors.
- **Sourcing and analyzing,** various software packages for applicable business applications.
- **Team Lead,** when implementing new accounting software including coordinating training for staff.
- **Building Engines**, point person for compiling data and report requirements for integrating work orders into Yardi for billings.
- **SOX Compliance**, team lead for data integrity and reporting requirements for Austin group with Kennedy-Wilson.
- **AUM**, project manager to integrate automated utility billings into Yardi for resident invoicing.
- **PayLease**, project manager for establishing online payment options for residents that integrate into Yardi.
- **Insperity**, point person for integrating payroll records from ADP to Insperity.

CONTACT DETAILS

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