



Virginia Conrad

Chief Financial Officer
NAI James E. Hanson HQ

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Scope of Responsibilities

-Establish all new client accounts -Tenant rent collection and invoicing -
Maintain cash accounts -Supervise accounts payable; payment of all
property invoices, including mortgages and management fees -Maintain
Tenant lease accounts -Preparation of CAM, insurance & real estate tax
reconciliations -Annual budget and forecast preparation -Compile financial
statements and analysis -Maintain General Ledger - review, analyze, and
record adjustments to general ledger -Year-end GL preparation for each
property in the portfolio -Liaison to outside accounting firms for tax
preparation

Background & Experience

Virginia is responsible for overseeing all aspects of accounting and
administration of the corporation and properties, of which NAI Hanson
Management presently manages over 100 building totaling 5.0 MM SF.
Her strong analytical skills and ability to use those skills to see all sides of a
problem allow her to find quick and effective resolutions. Virginia's vast
knowledge of real estate accounting includes lease administration,
preparation of operating reports for third party ownership, coordinating
the preparation of annual budgets and managing the corporate staff.
Previous work experience includes Roebbling Investment Co., Paramus, NJ,
working on corporate accounting on all real estate transactions,
purchases, sales, wrap mortgages, directed property accounting staff.
Prior to Roebbling, Virginia worked for Management and Accounting
Services, Hackensack, NJ doing property accounting for 11 Partnerships

Educational Background

William Paterson University, BA, Accounting, Wayne, NJ