



**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