



# STEPHANIE SEUBE

## Property Management Accountant

### BACKGROUND & EXPERIENCE

Mary Stephanie began working in the real estate industry in 2011. She worked first as an administrative and marketing assistant then transitioned to Staff Accountant in 2013. She worked with tenants, vendors and handled all Accounts Payable/Receivable functions.

In 2015 through the acquisition of the company, she was promoted to Accounting Manager. Her role expanded to include:

- Reviewing financials for owners
- Overseeing the Accounts Payable/Receivable departments
- Preparing monthly analysis of vacancy loss, bad debt, security deposits, management fees and bill-banks for the Executive Vice President.

Stephanie also spent time in public accounting. She worked with local small business owners and assisted with their accounting needs, providing help with:

- Accounts Payable/Receivable
- Processing payroll
- Month-end bank reconciliations
- Filing of state and federal taxes
- Processing employee W9's and vendor 1099's.

Over the past 10 plus years, she learned property management accounting is her passion. Working now as a Property Management Accountant for NAI Wisinski of West Michigan Property Management, she uses the skills she learned to help the many owners, tenants, vendors, and bankers she works with daily.

### COMMUNITY INVOLVEMENT

Fair Haven Church

- Harbor Kids
- Summer VBS

Hand2Hand

### EDUCATION

Calvin College, Grand Rapids, MI

- Business and Sociology