

# Sen Mathai

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## EDUCATION

### Southern Methodist University – Cox School of Business

January 2022 – August 2024

Master of Business Administration – MBA Direct

GPA 3.07

### University of Texas at Dallas (UTD)

August 2015 - December 2019

Bachelor's in Accounting

### Richland Community College

August 2013 - June 2015

Associate in Science

## WORK EXPERIENCE

### Centennial Real Estate: Property Accountant

July 2023 – Present

- Maintain and analyze general ledgers for respective properties, process journal entries, calculate monthly accruals and update balance sheet backup schedules
- Possess ownership attitude and full responsibility of financial results for assigned properties
- Prepare monthly and quarterly reporting packages for properties
- Prepare monthly variance analysis and balance sheet account reconciliation in a timely manner
- Review accounts payable invoices and batches for posting and assist with cash management
- Review operating expense recoveries including annual pre-bills, CPI adjustments and year-end true-up

### Revere Capital: Accountant

March 2022 – May 2023

- Supported the Controller in accounting and treasury servicing for the management company, fund vehicles and its underlying real estate and specialty finance deals
- Performed daily cash entries and provides bank reconciliations to the CFO on a weekly/monthly basis
- Worked in close collaboration with both CFO and Controller for the firms ERP transition and implementation
- Initiated all wires, ACH and check payments for Loan P&I payments and general AP.
- Maintained investor details on Salesforce such as Capital Calls and Quarterly Distribution amounts

### Oak Wood Ventures: Accounting Associate

August 2020 – February 2022

- Managed all books and records of property management and real estate related clients, specializing in bringing books into accordance with GAAP
- Performed daily cash entries in relation to daily operations for maintaining real estate properties
- Booked all monthly accruals as well as maintaining the accrual and amortization schedules for these entries
- Provided monthly financial reporting to property management team for their awareness on properties performances
- Collaborated on monthly and quarterly company team meetings to discuss property performance, future acquisitions, and accounting needs
- Led quarterly investor reporting ○ Involves coordinating with management team and internal finance team to better understand our performance throughout the previous quarter

### Weaver & Tidwell: External Audit Intern

January 2020 - April 2020

- Performed financial statement audits for private entities within various industries across the DFW metroplex.
- Attended various staff planning meetings and client update meetings.
- Held interviews with clients regarding documents provided by the client and internal control setup.
- Issued confirmations to client's banks and attorneys.

### Dallas County Auditor's Office: Internal Audit Intern

June 2019 - December 2019

- Traveled to various department locations in the county to perform audits and other projects
- Researched county records and reports and analyzing data to complete projects
- Assisted senior auditors in end of fiscal year and end of calendar year projects

## ADDITIONAL INFORMATION

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions

Technical: MS Office, Rent Manager, QuickBooks, Salesforce, Yardi