

# MARIA I NAVARRETE

Denver, CO | <https://www.linkedin.com/in/maria-navarrete-637182359/>

303.669.2439 | [mnavarrete2995@gmail.com](mailto:mnavarrete2995@gmail.com)

---

Strategic Senior Accountant with 10 years of progressive experience in the real estate industry, specializing in fixed asset accounting, property tax, and accounts payable. Proven success in enhancing financial performance through process improvements, accurate reporting, and cross-departmental collaboration. Noted for increasing NOI, reducing tax liabilities, and managing multi-million-dollar capital assets. Seeking a fully remote opportunity to leverage deep accounting expertise in a growth-oriented organization.

---

## EXPERIENCE

### **SUPERVISING SENIOR ACCOUNTANT**

YES Communities | Denver, CO

2022 – PRESENT

- Oversee all capital project accounting for PP&E; ensure assets are properly placed into service.
  - Maintain fixed asset ledgers and roll-forward schedules; reconcile with the general ledger monthly.
  - Prepared and recorded all journal entries for asset additions, sales, disposals, and transfers.
  - Increased net operating income (NOI) by identifying capitalizable expenses and reclassifying them appropriately.
  - Collaborated with tax and licensing teams for census/government reporting and compliance.
  - Calculated and recorded capitalized interest and overhead for construction-in-progress (CIP).
  - Managed monthly accruals and reconciliations for CIP-related journal entries.
  - Ensured accurate and timely depreciation of fixed assets in compliance with GAAP and company policy.
- 

### **STAFF ACCOUNTANT**

YES Communities | Denver, CO

2018 – 2022

- Managed \$8M in property tax payments for mobile home inventory.
- Spearheaded an in-house property tax processing initiative, saving \$5M in third-party costs.
- Conducted tax research and valuation analysis to reduce excessive tax assessments.
- Built and maintained strong relationships with county tax assessors and protest consultants.
- Tracked all payments in the Manage America database and ensured accuracy for audit purposes.

### **ACCOUNTS PAYABLE SPECIALIST**

YES Communities | Denver, CO

2017 – 2018

- Processed 10,000+ vendor invoices using AvidXchange; ensured accurate GL coding.
  - Reconciled vendor statements and bank records monthly to maintain clean ledgers.
  - Communicated with vendors to resolve discrepancies and maintained audit-ready records.
-

---

## EDUCATION

Accounting

Metropolitan State University of Denver – Denver, CO

High School Diploma

Arrupe Jesuit High School – Denver, CO

---

## SKILLS

Accounting & Tax: GAAP Compliance, Fixed Asset Accounting,  
Capitalization Policies, Property Tax Appeals, Depreciation  
Schedules

Tools & Systems: MRI, AvidXchange, Manage America,  
Spreadsheet Server, Nexus, VENA, ServiceDesk

Processes: Month-End Close, Journal Entries, Bank Reconciliation,  
General Ledger, Budget Tracking

Soft Skills: Process Improvement, Financial Analysis, Team  
Collaboration, Detail-Oriented, Self-Motivated

---