

Anthony W. Riffe

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Technical Skills

Software and Operating Systems: Windows 10, Microsoft Office 365, Application Xtender, Intuit MRI Real Estate Solutions, Adobe Acrobat DC

Leadership and Involvement

- Member of the Greater South East Area Commission; October 2019-January 2022
- Chair of the Greater South East Area Commission; August 2020-January 2022

Professional Highlights

Recoveries Accountant (August 2002 – Present)

Accounting Department, Don Casto Organization

As a Recoveries Accountant, I am responsible for the billing of all Commercial tenants' year end reconciliations which include, Common Area Maintenance, Insurance, and Real Estate Taxes. Day to day responsibilities include handling tenant requests regarding the year end reconciliations which could include but not limited to sending general ledgers, organizing and mailing vendor invoices to support billed amounts, sending Insurance certificates, sending supporting documentation for the center GLA, or sending additional information regarding the tax parcels, as well as preparing additional billings.

Document Imaging Specialist (September 2001-August 2002)

Document Imaging Department, Don Casto Organization

As a Document Imaging Specialist, my day to day responsibilities included organizing and scanning correspondence, tax returns, lease documents and other miscellaneous items into Keyfile for use by all associates.

Education and Training

- Computer Support Technology - *Fairfield Career Center, Carroll, OH; June 2001*
- High School Diploma - *Groveport High School, Columbus, OH; June 2001*