

IRENA PAWELSKI

STAFF ACCOUNTANT

CAREER HIGHLIGHTS

Irena Pawelski has over 20 years of experience in property management accounting. As an integral part of First Capital Property Group Accounting Department, she utilizes her experience and knowledge as an Accounts Receivable Coordinator.

Irena has been with First Capital Property Group, Inc. for 19 years and was recognized as the Associate of the Year for 2013.

RELATED EXPERIENCE

Irena manages, allocates and processes incoming payments, wires and collections for all of FCPG's corporate, commercial and association accounts, reviews the accuracy of tenant rental histories, performs account reconciliations, researches and resolves discrepancies, generates accounts receivable reports, invoices and statements, oversees cash management, computes and processes all sales tax with FDOR, communicates with customers via phone, email or mail, along with supporting the Controller.

EDUCATION

Associate in Science in Computer Accounting

CONTACT

IPawelski@FCPG.com

407.872.0209

